ODLIS: Online Dictionary of Library and Information Science

About the Dictionary

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A

AACR

See: ***A**nglo-**A**merican **C**ataloging **R**ules*.

AACR2

See: ***A**nglo-**A**merican **C**ataloging **R**ules*.

AACR2-e

See: ***A**nglo-**A**merican **C**ataloging **R**ules*.

AACR2R

See: ***A**nglo-**A**merican **C**ataloging **R**ules*.

AAHSL

See: **A**ssociation of **A**cademic **H**ealth **S**ciences **L**ibraries.

AALL

See: **A**merican **A**ssociation of **L**aw **L**ibraries.

AAP

See: **A**ssociation of **A**merican **P**ublishers.

AAS

See: **A**merican **A**ntiquarian **S**ociety.

AASL

See: **A**merican **A**ssociation of **S**chool **L**ibrarians.

AAUP

See: American Association of University Professors and Association of American University Presses.

ABA

See: American Booksellers Association.

ABAA

See: Antiquarian Booksellers Association of America.

AB Bookman's Weekly

A trade publication used mainly by antiquarian booksellers to locate rare, out of print, and difficult to find titles, ***AB Bookman's Weekly*** began as a section of *Publisher's Weekly* under the title *Antiquarian Bookman*. In 1948 it became an independent weekly of the same title published by R. R. Bowker. Publication under the current title began in 1967.

abbreviation

A shortened form of a word or phrase used for brevity in place of the whole, consisting of the first letter, or the first few letters, followed by a period (full stop), for example, **assoc.** for *association* or **P.O.** for *post office*. Some terms have more than one abbreviation (**v.** or **vol.** for *volume*). Abbreviated *abbr*.

Also used as an umbrella term for any shortened form of a word or phrase, not an acronym, initialism, or contraction, for example, the postal code **CT** for Connecticut. The rules governing the use of abbreviations in library catalog entries are given in *Appendix B* of *AACR2*.

ABC book

See: abecedarium and alphabet book.

abecedarium

A book containing the letters of the alphabet and basic rules of spelling and grammar, used in Europe as a primer before the invention of the printing press. Early printed examples (sometimes in the form of a broadsheet) displayed the alphabet in uppercase and lowercase letters in both roman and gothic type, with separate lists of vowels, dipthongs, and consonants. By 1700, some ABC books included children's rhymes. Synonymous with *abecedary*. ***See also***: horn book.

abecedarius

See: acrostic.

aberrant copy

A copy of a book containing obvious printing and/or binding errors which are more serious than minor defects.

ABF

See: Association des bibliothecaires francais.

aboutness

The totality of subjects explicitly or implicitly addressed in the text of a document, including but not limited to the meaning(s) of the title, the stated and unstated intentions of the author, and the ways in which the information may be used by readers. Levels of specificity must be considered in ascertaining the subject(s) of a work. In the case of the hypothetical title ***The Japanese Teamwork Approach to Improving High School Effectiveness***, is the work about:

1. education?
2. educational effectiveness?
3. high school effectiveness?
4. teamwork?
5. a Japanese approach to teamwork?

As a general rule, catalogers and indexers assign the most specific subject headings that describe the significant content of the item. In a post-coordinate indexing system such as the one used in *ERIC*, the descriptors "Educational effectiveness," "High schools," "Japan," and "Teamwork" would probably be assigned to the example given above, but in a pre-coordinate system, such as the Library of Congress subject headings list, the appropriate headings might be "High schools--Japan," "Teacher effectiveness--Japan," and "Teaching teams--Japan." ***See also***: summarization.

above the fold

The half of a broadsheet newspaper that appears above the horizontal fold. Articles printed near the top have greater prominence because most languages are read from top to bottom of page.

abridged

See: abridgment.

Abridged Decimal Classification (ADC)

A shortened version of Dewey Decimal Classification developed for use in small libraries.

abridgment

A shortened version or edition of a written work, which preserves the overall meaning and manner of presentation of the original but omits the less important passages of text, and usually the illustrations, notes, and appendices. Often prepared by a person other than the original author or editor, an *abridged edition* is generally intended for readers unlikely to purchase the unabridged version because of its length, complexity, or price (*example*: ***The New Shorter Oxford English Dictionary***). Also spelled *abridgement*. Abbreviated *abr*. Synonymous with *condensation*. Compare with simplified edition. ***See also***: abstract, brief, digest, epitome, summary, and synopsis.

absenteeism

The failure of an employee to report for work, usually due to illness, accident, family responsibilities, or personal business. A persistently high rate of absenteeism may be a sign of low morale among the staff of a library or library system. ***See also***: burnout.

absolute humidity

See: humidity.

absorbency

The capacity of paper to absorb and retain moisture, which varies with type of paper, and is of particular importance in printing processes that use liquid ink. ***See also***: water-damaged.

absorption

The assimilation of one serial by another. The note *Absorbed:* followed by the title of the assimilated serial is added to the bibliographic record representing the assimilating publication, and the corresponding note *Absorbed by:* giving the title of the assimilating serial is added to the record for the assimilated publication. Compare with merger.

abstract

A brief, objective summary of the essential content of a book, article, speech, report, dissertation, or other work, which presents the main points in the same order as the original, but has no independent literary value. An abstract can be indicative, informative, critical, or written from a particular point of view (slanted). In a scholarly journal article, the abstract follows the title and the name(s) of the author(s), and precedes the text. In an entry in a printed indexing and abstracting service or bibliographic database, the abstract accompanies the citation. Compare with summary. ***See also***: author abstract and abstracting journal.

abstracting

The preparation of a brief, objective statement (abstract) of the content of a written work, to enable the researcher to quickly determine whether reading the entire text might satisfy the specific information need. Abstracting is usually limited to the literature of a specific discipline or group of related disciplines, and is performed by an individual or commercial entity, such as an indexing and abstracting service, that provides abstracts regularly to a list of subscribers.

abstracting journal

A journal that specializes in providing summaries (called abstracts) of articles and other documents published within the scope of a specific academic discipline or field of study (*example*: ***Peace Research Abstracts Journal***). Compare with abstracting service.

abstracting service

A commercial indexing service that provides both a citation and a brief summary or abstract of the content of each document indexed (*example*: *Information Science Abstracts*). Numbered consecutively in order of addition, entries are issued serially in print, usually in monthly or quarterly supplements, or in a regularly updated bibliographic database available by subscription. Abstracting services can be comprehensive or selective within a specific academic discipline or subdiscipline. Compare with abstracting journal.

academic freedom

The principle that faculty members employed at institutions of higher education (including librarians with faculty status) should remain free to express their views and teach in the manner of their own choosing, without interference from administration, government, or outside organizations which may have an axe to grind.

academic library

A library that is an integral part of a college, university, or other institution of post-secondary education, administered to meet the information and research needs of its students, faculty, and staff. In the United States, the professional association for academic libraries and librarians is the Association of College and Research Libraries (ACRL). Click here to connect to the ***Libweb*** list of academic libraries in the United States. Compare with research library. ***See also***: college library, departmental library, graduate library, undergraduate library, and university library.

academic press

See: university press.

academic status

Recognition given by an institution of higher education that the librarians in its employ are considered members of the teaching or research staff, but are *not* entitled to ranks, titles, rights, and benefits equivalent to those of faculty. Compare with faculty status.

acanthus

A representation of the elegant leaf-form of *Acanthus spinosus*, a species of herbaceous plant native to the Mediterranean region, used by the ancient Greeks to ornament Corinthian capitals, and as a decorative motif in the illuminated initial letters and borders of medieval manuscripts, where it is often found painted in a unrealistic colors (red, yellow, purple, blue).

acceptable use policy

Guidelines established by a library or library system concerning the manner in which its computer systems and equipment may be used, for example, most public libraries forbid the use of public workstations for commercial or unlawful activities. In most libraries, a printed copy of acceptable use policy is posted near the workstations to which the restrictions apply. Some libraries also make the statement available on their Web site.

access

The right of entry to a library or its collections. All public libraries and most academic libraries in the United States are open to the general public, but access to certain areas such as closed stacks, rare books, and special collections may be restricted. In a more general sense, the right or opportunity to use a resource which may not be openly and freely available to everyone. ***See also***: accessibility.

In computing, the privilege of using a computer system or online resource, usually controlled by the issuance of access codes to authorized users. In a more general

sense, the ability of a user to reach data stored on a computer or computer system.

access code

An identification code, such as a username, password, or PIN which a user must enter correctly to gain access to a computer system or network. In most proprietary systems, access codes are tightly controlled to exclude unauthorized users. Synonymous with *authorization code*.

accessibility

The ease with which a person may enter a library, gain access to its online systems, use its resources, and obtain needed information regardless of its format. In a more general sense, the quality of being able to be located and used by someone.

In information storage and retrieval, the manner in which a computer system retrieves records from a file, which usually depends on the method of their arrangement in or on the storage medium.

accession

To record in an accession list that a bibliographic item has been added to a library collection. Also refers to the document added. The process of making additions is known as *accessions*. The opposite of deaccession. Compare with acquisitions. ***See also***: accession number.

In archives, the formal act of accepting and documenting the receipt of records taken into custody, part of the process of establishing physical and intellectual control over them. In the case of donated items, a deed of gift may be required to transfer legal title.

accession list

See: accession record.

accession number

A unique number assigned to a bibliographic item in the order in which it is added to a library collection, recorded in an accession record maintained by the technical services department. Most libraries assign accession numbers in continuous numerical sequence, but some use a code system to indicate type of material and/or year of accession, in addition to order of accession. ***See also***: Library of Congress Control Number and OCLC control number.

accession order

The arrangement of books or other documents on shelves in the chronological and numerical order of their *addition* to a specific category or class, as opposed to an arrangement based entirely on a classification system.

accession record

A list of the bibliographic items added to a library collection in the order of their addition. Normally such a list includes the accession number, brief bibliographic identification, source, and price paid for each item. Synonymous with *accession catalog*, *accession register*, and *accession list*.

access point

A unit of information in a bibliographic record under which a person may search for and identify items listed in a library catalog or bibliographic database. Access points have traditionally included the main entry, added entries, subject headings, classification or call number, and codes such as the standard number, but with machine-readable cataloging almost any portion of the catalog record (name of publisher, type of material, etc.) can be used as an access point. In the MARC record, most access points are found the following fields, with XX in the range of 00-99:

1XX - Main entries
4XX - Series statements
6XX - Subject headings
7XX - Added entries other than subject or series
8XX - Series added entries

In a more general sense, any unique data element that serves as a point of entry to an organized file of information.

access policy

A formal written statement issued by the person(s) or body responsible for managing archives or special collections, specifying which materials are available for access and by whom, including any conditions or restrictions on use, usually posted or distributed in some manner to users.

access services

The provision of access to a library's resources and collections, which includes the circulation of materials (general circulation, reserves, interlibrary loan, document delivery), reshelving, stack maintenance, and security. Large libraries employ an *access services librarian* to manage these activities.

access time

The amount of time it takes a computer system to provide stored data to a person who logs on and follows correct procedures for retrieval. Access time may be slower during periods of peak use.

accompanying material

Related material issued with an item, for example, a floppy disk, CD-ROM, slide set, answer book, teacher's manual, atlas, or portfolio of prints or plates intended by the publisher to be used and stored with it, often in a pocket inside the cover or loose inside the container. When such an item is cataloged by a library, the presence of accompanying material is indicated in the physical description area of the bibliographic record.

accordion fold

See: concertina.

accountability

The extent to which persons in government and the workplace are held answerable

for their conduct in office, and for the quality of their performance of assigned duties, particularly when incompetence, dereliction, or malfeasance is at issue. ***See also***: performance evaluation.

accreditation

The regular evaluation process by which an educational or service organization establishes that its program of study or services, or the institution as a whole, meets certain pre-existing standards of quality. In the United States, institutions of higher learning are evaluated by regional accrediting bodies, and academic libraries are evaluated as part of the institutional accreditation process. The formal evaluation of individual competence is called certification. ***See also***: accedited library school and credential.

accredited library school

In the United States, a library school offering a degree program regularly evaluated by the American Library Association and found to meet established standards of quality, as opposed to an *approved library school* offering a program recognized or certified by a state board or educational agency as meeting its standards. Some approved library schools are also ALA-accredited.

accuracy

The quality of correctness as to fact and precision as to detail in information resources and in the delivery of information services. In libraries, it is essential that the resources used by librarians to provide reference service be free of error. Accuracy is also an important criterion in judging the reliability of information provided on the Internet. The accuracy of a statement can be verified by checking other sources that provide the same information. The opposite of *inaccuracy* (the quality of being incorrect or mistaken).

acid-free

Materials with a pH value of 7.0 (neutral) or higher (alkaline), preferred in printing and binding to prevent deterioration caused by acid over time. Acid-free papers are often buffered to counteract acids that may develop with age as a result of bleaching and sizing, or be introduced through acid migration or atmospheric pollution.

acidic

Substances which have a pH value less than 7.0 (neutral). The main source of acid in paper products is lignin contained in wood used for pulp. Because acid causes the paper and board used in printing and binding to deteriorate over time, lignin is removed in all but the lowest-grade papers. A buffer such as calcium carbonate or magnesium carbonate may be added in papermaking to neutralize acids that develop or are introduced in paper after it is manufactured. The opposite of alkaline. Compare with acid-free.

acid migration

The movement of acid from a material containing acid to one that is less acidic, pH neutral, or alkaline. The process can occur through direct contact or vapor transfer. One of the most common problems in document preservation is the migration of acid

from the boards, endpapers, or paper covers of a book to the less acidic paper of the text block (or vice versa). Acid can also migrate from bookplates, inserts, tissues used in interleaving, and labels that are not acid-free. The result may be discoloration and eventual embrittlement. The process can be arrested by removing the contaminating material and subjecting the sheet(s) or volume to deacidification. Synonymous with *acid transfer*. ***See also***: buffered paper.

acid paper

Paper that has a pH value less than 7.0 (neutral). The primary source of acid in paper is lignin, an organic substance contained in untreated wood pulp, but acid can also develop from the addition of certain types of sizing or from residual chlorine used in bleaching. It can also be introduced by acid migration or atmospheric pollution (sulphur dioxide). Because acidity weakens the cellulose in plant fiber, it can cause paper, board, and cloth to yellow and become brittle over time, making it an important factor in the preservation of printed materials. To ensure durability, publishers are encouraged to use acid-free permanent paper in printing trade books. Buffering helps neutralize acids that develop after manufacture. Acid can be removed from fiber-based materials by means of an expensive process called deacidification.

acid transfer

See: acid migration.

acknowledgments

The section of the front matter of a book in which the author gives formal recognition to the contributions others have made to the work. The acknowledgments usually follow the preface or foreword and precede the introduction. Some authors include their acknowledgments in the preface. Also spelled *acknowledgements*. Compare with dedication.

acquisition number

A unique number used by the acquisitions department of a library to identify a specific bibliographic item on a purchase order. Some libraries use a standard number such as the ISBN (International Standard Book Number) or ISSN (International Standard Serial Number) as the acquisition number.

acquisitions

The process of selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the institution's clientele, in the most economical and expeditious manner.

Also refers to the department within a library responsible for selecting, ordering, and receiving new materials, and for maintaining accurate records of such transactions, usually managed by an *acquisitions librarian*. In small libraries, the acquisitions librarian may also be responsible for collection development, but in most public and academic libraries this responsibility is shared by all the librarians who have an interest in collection building, usually on the basis of their expertise and subject

specializations. Compare with accessions. ***See also***: ALCTS.

For a more detailed description of the responsibilities entailed in acquisitions, please see the entry by Liz Chapman in the ***International Encyclopedia of Information and Library Science*** (1997) edited by John Feather and Paul Sturges. Click here to connect to the homepage of **AcqWeb**, an online resource for acquisitions and collection development librarians.

ACRL

See: **A**ssociation of **C**ollege and **R**esearch **L**ibraries.

Acrobat

See: *Adobe Acrobat*.

acronym

A new name or word (neologism) that is pronounceable and hence memorable, coined from the first or first few letters or parts of a phrase or compound term (*example*: **ERIC** for **E**ducational **R**esources **I**nformation **C**enter). Compare with abbreviation and initialism.

Click here to connect to the *Yahoo!* list of online acronym and abbreviation finders.

acrostic

A verse or list of words composed in such a way that certain letters of each line (usually the first and/or last), when read in order of appearance, spell a word, phrase, or sentence. An *abecedarius* is an acrostic in which the pattern consists of the letters of the alphabet in traditional order. An acrostic can be *single*, *double*, or *triple*, depending on how many words in each line are composed in this way. As a matter of policy, newspaper and magazine editors routinely check verses for acrostics prior to publication to avoid embarrassment. The following well-known example is an *all around* acrostic in Latin:

R O T A S
O P E R A
T E N E T
A R E P O
S A T O R

act

One of the major divisions in the action of a play, usually marked by the dropping of the curtain, followed by an intermission. In modern drama, most plays are divided into three acts which may be further subdivided into *scenes*. ***See also***: one-act play.

Also refers to a piece of legislation (a bill) after it has been passed into law (*example*: *Digital Millennium Copyright Act of 1998*).

Acta Diurna

A daily gazette published in ancient Rome from the period of the late Republic onward, devoted primarily to matters of state (official events, public speeches, legal

proceedings, public building projects, major military actions) and announcements of births, marriages, and deaths. It also contained news of unusual occurrences (earthquakes, strange accidents, portents) and information about the private lives of prominent persons (scandals, divorces, lawsuits).

The text was posted on public buildings and copies were made for wealthy Romans living in the city and provinces, or away temporarily on public business. The *actuarii* responsible for gathering the news were sometimes misled by persons intent on manipulating commodity markets and political events for personal gain. Surviving fragments, preserved in the writings of Petronius, read very much like a modern newspaper.

acting edition
An edition of a play intended for the use of actors and others directly involved in theater production, which includes fuller stage directions (entrances, exits, stage properties, etc.) than one intended for reading, usually published in limp paper covers and priced lower than other editions of the same work. Compare with script.

active records
Records required by an agency or individual to function effectively on a daily basis, usually kept close at hand, organized in a manner that renders them readily accessible. Synonymous with *current records*. The opposite of inactive records. ***See also***: intermediate records.

active relation
See: semantic relation.

ADA
See: ***A**mericans with **D**isabilities **A**ct*.

adaptation
A work that has been edited or rewritten, in part or in its entirety, for a new use, audience, or purpose. Also, a work converted to another literary form or artistic medium to serve a different or related purpose, while retaining as much of the action, characters, language, and tone of the original as possible, for example, a novel adapted for performance on the stage, a play adapted for the motion picture screen, or an engraving based on a painting. Under *AACR2*, adaptations of texts are cataloged under the name of the *adapter*, or under the title if the adapter is unknown, with a name-title added entry for the original work. Abbreviated *adapt*.

In music, a work which is a distinct alteration of another musical work (*example*: a free transcription), or that paraphrases parts of various works or imitates the style of another composer, or is somehow based on another musical work (*AACR2*).

ADC
See: **A**bridged **D**ecimal **C**lassification.

added copy
A copy of an item already owned by a library, added to the collection usually when

demand warrants. Compare with duplicate.

added edition

An edition of a work added to a library collection, which is not the same as editions of the same title already owned by the library.

added entry

An entry in a library catalog other than the main entry, usually one that adds a heading for a joint author, illustrator, translator, series, or subject. Synonymous with *secondary entry*. ***See also***: name-title added entry and tracings.

added title page

A title page preceding or following the one that the cataloger uses as the chief source of information in creating the bibliographic description of an item. It can be more general (a series title page) or of equivalent generality (a title page in a different language).

addendum

Brief printed matter, less extensive than a supplement or appendix, included in a book or other publication after the work has been typeset because it is considered essential to the meaning or completeness of the text, usually printed separately on a slip of paper tipped in at the beginning or end of the text. Plural: *addenda*. Compare with errata.

add note

A brief note in the Dewey Decimal Classification schedules instructing the cataloger to append to a given base number one or more numerals found elsewhere in the classification in order to build a class number. For example, the instruction to "add to base number **027.1** (private and family libraries) notation from 1-9 from Table 2, e.g., family libraries in the United Kingdom **027.141**."

address

In computing, a character or set of characters used to identify a specific location in main memory or peripheral storage, usually for the purpose of accessing stored data. ***See also***: Internet address.

adhesive

A substance applied to a material to make it stick to another surface by chemical or mechanical action. Gummed adhesives require moisture to be effective. Solid at room temperatures, hot-melt adhesives liquify when heated and set up quickly as they cool. Some types of adhesive are pressure-sensitive. Adhesives of various kinds are used extensively in binding and technical processing in libraries. In document conservation, adhesives are often selected for their reversibility. ***See also***: adhesive binding, glair, glue, paste, and polyvinyl acetate.

adhesive binding

A generic term for binding methods in which the leaves are held together by a strong adhesive applied directly to the back of the text block, usually done after the binding

edge is milled, but sometimes after the sections are sewn. The most commonly used adhesives are animal glues, hot-melts, and polyvinyl acetate (PVA). Synonymous with *threadless binding* and *unsewn binding*. ***See also***: double-fan adhesive binding, notched binding, Otabind, and perfect binding.

ad hoc

Latin for "to this," used to indicate that something was created or exists for the particular purpose in view at the moment. Also refers to something organized for a specific purpose, for example, an *ad hoc committee* elected or appointed to address a specific issue or handle an unanticipated contingency, usually dissolved once the need has been met.

adjacency

See: proximity.

adjunct

A librarian employed part-time in an academic library at an institution that grants librarians faculty status. Synonymous with *part-time faculty*.

adjustable shelving

See: fixed shelving.

ad loc.

An abbreviation of the Latin phrase *ad locum* meaning "at the place [cited]".

administration

The range of activities normally associated with the management of a government agency, organization, or institution, such as a library or library system. Also refers collectively to the persons responsible for such activity, from director to secretary. ***See also***: library administration.

administrative history

In archives, the part of a finding aid that provides pertinent information concerning the records it lists and describes, such as the history and organizational structure of the agency (or group of related agencies) that generated them, or significant details in the life and career of the individual or family with which they are associated, usually in the form of a biographical note.

administrative value

See: archival value.

Adobe Acrobat

A document exchange program created by Adobe Systems which allows data files created on one software platform (DOS, Windows, Macintosh, etc.) to be displayed and printed on another without loss of text formatting. This capability is particularly important in communication over the Internet which interconnects computers of all types and sizes. Adobe Systems sells the software required to create or convert documents to its Portable Document Format, but does not charge users for the software needed to read PDF documents. The ***Acrobat Reader*** program can be

downloaded directly from the company Web site at: www.adobe.com. ***See also***: plug-in.

adult

A fully grown, mentally competent person of sufficient age to be considered capable of making mature decisions and held legally accountable for the consequences of his (or her) actions. Libraries operate on the assumption that adult patrons are capable of deciding independently what they wish to read and borrow. Although it is the responsibility of the parent to supervise the actions of a child, it is appropriate for librarians to provide guidance to children in the selection of materials suitable to their age level and interests, if asked to do so. ***See also***: readers' advisory.

adult education

Courses designed specifically for adults who have spent their lives outside the system of formal higher education. Because nontraditional students often lack the library skills of students who follow a traditional course of study, they may require more assistance at the reference desk and a more basic level of bibliographic instruction.

adult learner

A person older than traditional college age, who pursues an independent, organized course of study, usually without the benefit of formal instruction at an established educational institution. When enrolled as a nontraditional student at a college or university, such a person may require reference services and bibliographic instruction at a more basic level than traditional students.

adult literacy

See: literacy.

adult services

Materials, services, and programs intended to meet the needs of the adult users of a public library, as opposed to those designed for children and young adults. ***See also***: readers' advisory.

advance copy

A copy of a book or other publication bound in advance of the normal press run to enable the publisher to check that all is in order before binding of the edition proceeds. Advance copies are also sent to booksellers, book club selection committees, and reviewers before the announced publication date, sometimes unbound or in a binding other than the publisher's binding, often with a review slip laid in. Copies sent unbound are known as *advance sheets*. Synonymous with *early copy*. Compare with reading copy and review copy.

advance on royalty

An amount paid to the author(s) of a new book prior to its publication against the royalties it is expected to earn, usually offered as an inducement to sign a book contract with the publisher. Synonymous with *author's advance*. ***See also***: publisher's agreement.

advance order

An order placed for a new book prior to its date of publication, usually in response to prepublication promotion. The number of copies ordered in advance may assist the publisher in determining the size of the first printing, the price, and how much to spend on advertising.

advance sheet

See: advance copy.

advertorial

Advertising text written in editorial style and format. To avoid confusion, most magazine publishers add the word "Advertisement" to the running head.

adverts

Advertisements bound into a book, usually at the end of the back matter. Abbreviated *ads* or *advrts*.

advocacy

See: library advocate.

aerial map

A map of the earth, or of another planetary body, composed of one or more photographs taken from a position above its surface, usually from a passing aircraft, satellite, or space vehicle. ***See also***: photomosaic.

affiliate

A separately administered organization closely connected with another by formal agreement, for example, the various organizations affiliated with the American Library Association (ALA). Also refers to the process of forming such a link. ***See also***: affiliated library.

affiliated library

A library which is, by formal agreement, part of a larger library system but administered independently by its own board or management structure. Medical and law libraries at large universities often fall into this category. Compare with branch library.

affirmative action

An active effort, begun in the late 1960's, to enhance opportunities in the United States for minority groups and women, through federal regulations and programs intended to counteract bias and discrimination in government employment and contracting, and in admissions to state-supported educational institutions. Most publicly supported libraries in the U.S. are affirmative action employers. The legality of affirmative action has been called into question by individuals and political groups who believe that legislating equality discourages initiative and results in reverse discrimination. ***See also***: diversity.

against the grain

A popular expression meaning "contrary to natural inclination" originally used in the

printing trade to refer to machine-made paper folded across the grain of its fibers. In book production, sheets are printed with the grain running from top to bottom of the leaves, allowing them to flex easily lengthwise after they are bound. When folded *with* the grain, paper tears easily and cleanly along the fold. When folded *across* the grain, it cracks and leaves a ragged edge when torn.

Against the Grain (ATG)

A bimonthly journal providing news about libraries, publishers, book jobbers, and subscription agents, with reports on the issues, literature, and people affecting books and journals. Click here to connect to the ***ATG*** homepage.

agency

For archival purposes, any commercial enterprise, organization, institution, or other corporate body that creates and manages records of its business, activities, or affairs. In very large organizations, subordinate units (sections, departments, offices) may function as separate agencies. In a more general sense, any person (agent) or organization that has the authority to perform a specific function, for example, the National Endowment for the Humanities (NEH). ***See also***: government agency.

agenda

A list of topics or issues to be discussed at a meeting, sometimes solicited from prospective attendees in advance by the person who calls or chairs the meeting. It is customary to distribute the agenda before the meeting begins, to allow attendees time to prepare. A *hidden agenda* is a goal or intention consciously or unconsciously concealed, usually to gain the advantage of surprise, a tactic that often backfires when unsuspecting persons discover that they have been manipulated.

agent

An individual or company that acts as middle-man between a library or library system and a publisher in the purchase of materials, for example, a subscription service such as EBSCO or FAXON that manages periodical subscriptions for client libraries. ***See also***: literary agent.

aggregator

A bibliographic service that provides online access to the digital full-text of periodicals published by different publishers. Because aggregator databases can be very large, tracking their coverage is not an easy task for serials librarians. A task group of the Program for Cooperative Cataloging (PCC) is working on standards for analytic catalog records for serials titles available electronically from aggregator services. Currently, the top three journal aggregators in the United States are EBSCO, Gale Group, and ProQuest. Recently, EBSCO has been building market share by offering higher up-front payments to secure exclusivity from the publishers of certain journals. The effects of this competitive practice on libraries and the end-user are as yet unclear.

AI

See: **a**rtificial **i**ntelligence.

AIGA

See: American Institute of Graphic Arts.

AIIP

See: Association of Independent Information Professionals.

AILA

See: American Indian Library Association.

aisle

The space left unoccupied between two parallel bookcases or shelf ranges, or at right angles to a bank of ranges, to allow library patrons and staff to access the stacks. Minimum aisle width is 36 inches in libraries open to the public in the United States. Some types of compact shelving allow staff or users to shift movable ranges, usually along tracks in the floor, opening aisles as needed. ***See also***: cross aisle and range aisle.

AJL

See: Association of Jewish Libraries.

a.k.a.

An abbreviation of "also known as." *See*: allonym, eponym, pen name, and pseudonym.

AL

See: *American Libraries*.

ALA

See: American Library Association.

ALA Allied Professional Organization (APA)

A separate adjunct organization operating under bylaws approved by the governing Council of the American Library Association at the 2002 Midwinter Meeting, which allows the ALA to conduct activities prohibited under its current 501(c)(3) tax status. In the planning stages since 1996, the **APA** will be able to offer postgraduate specialty certification, advocate for pay equity, and address other issues related to the professional status of librarians, as a 501(c)(6) entity. Click here to connect to the **ALA/APA** homepage.

ALA/APA

See: ALA Allied Professional Association.

ALA character set

The set of characters defined by the American Library Association for use in the MARC record, including the characters of the Latin alphabet, special characters, diacritics, 14 superscript characters, 14 subscript characters, and 3 Greek letters.

ALA Code of Ethics

See: code of ethics.

ALA Editions

Established in 1886, the Publishing Section of the American Library Association first evolved into ALA Books and Pamphlets, and then into **ALA Editions** in 1993. Its roster of first editions includes *Reference Books for Libraries* (1902), *Books for College Libraries* (1967), *Anglo-American Cataloging Rules* (1967), and the *Intellectual Freedom Manual* (1974). Income from annual sales of over 100,000 copies of titles published by **ALA Editions** supports ALA's other programs. Publications currently available from **ALA Editions** are listed in its trade catalog. Click here to connect to the homepage of **ALA Editions**.

ALA Filing Rules

A set of guidelines for determining the order in which entries are to be filed in a library catalog, originally published by the American Library Association in 1942 under the title *A.L.A. Rules for Filing Catalog Cards*. Revised in 1967 to correspond with *Anglo-American Cataloging Rules*, the filing rules were expanded and published under the current title in 1980 to cover any form of bibliographic display (print, microform, digital, etc.) and any catalog code.

ALA Graphics

A marketing section of the American Library Association that sells posters, bookplates, bookmarks, T-shirts, and other graphic materials designed to promote libraries, literacy, and reading. ALA graphics can be ordered from a printed catalog or electronically from the ALA Online Store.

album

A bound or loose-leaf book containing blank pages for mounting stamps, photographs, poems, quotations, newspaper clippings, or other memorabilia, or for collecting autographs. Also, a book containing a collection of pictures, with or without accompanying text. Also refers to a book of sleeves designed to hold phonograph records, usually enclosed in an illustrated pasteboard cover with a list of the contents and descriptive notes printed on the inside.

alcove

A semi-private recessed area within a library, formed when two free-standing shelving units are placed at right angles to one or more units of wall shelving, usually large enough to provide access to materials on the shelves and to accommodate a small number of readers, seated at desks or around a study table. The architect Sir Christopher Wren is credited with originating this style of seating in his design of the library at Trinity College, Cambridge in 1676. Synonymous with *cell*. ***See also***: carrel.

ALCTS

See: **A**ssociation for **L**ibrary **C**ollections and **T**echnical **S**ervices.

Alexandrian Library

Founded by Ptolemy I in about 300 BC, the great library at Alexandria in Egypt became the most important center of Hellenistic culture in antiquity. At its peak, it contained over 500,000 manuscripts, mostly papyrus scrolls, some of which were

translated into Greek from other languages. The collection was cataloged in the "Pinakes" of Callimachus which included the author's name and a summary of the content of each item. The main library was part of a museum that functioned as an academy, attracting scholars from all parts of the Mediterranean world. A smaller library was established in the Temple of Serapis by Ptolemy III in about 235 BC.

Although the main library was damaged in 47 BC during the siege by Julius Caesar, both libraries flourished under the Romans until the civil war that occurred in the late 3rd century AD under the Emperor Aurelian. The smaller library was destroyed in 391 AD by edict of the Byzantine Emperor Theodosius. In 1987, UNESCO embarked on a project in cooperation with the government of Egypt to revive the Library at Alexandria as a center of culture, science, and academic research. Click here to connect to the Web site of the **Bibliotheca Alexandrina**. ***See also***: Pergamum.

algorithm

A *finite* sequence of unambiguous steps or instructions, designed to solve a complex problem or accomplish a specific task in a way that produces at least one output, for example, a formula used to encrypt data. Algorithms can be expressed in natural language (*example*: a culinary recipe or the instructions for assembling an item shipped in pieces), in a symbolic language such as that used in mathematical logic, or in a computer programming language. One measure of proficiency in programming is the ability to create *elegant* algorithms that achieve the desired result in a minimum number of ingenious steps. ***See also***: automatic indexing.

ALHHS

See: **A**rchivists and **L**ibrarians in the **H**istory of the **H**ealth **S**ciences.

alias

A shortened form of an e-mail address that allows a computer user to type a brief identifier (*example*: **susan**) to send a message to a person whose full e-mail address is much longer (**susanmiller@library.myuniversity.edu**). Compare with macro.

Also, an assumed name, especially one adopted by a person engaged in illegal activity to avoid detection and possible prosecution. Compare with pseudonym.

Alibris

A commercial company that specializes in supplying rare, out of print, and hard-to-find books to bookstores, libraries, and retail customers through a worldwide network of booksellers and distribution capabilities. Click here to connect to the **Alibris** homepage.

alignment

In typography, the arrangement of characters in a line of type in such a way that the tops and bottoms form a straight line across the page, parallel with other lines. Also, the setting of type in lines that are even at both right and left margins. Compare in this sense with justification.

In a more general sense, the lining up of type or graphic matter in relation to any common horizontal or vertical line for printing on a page.

ALISE

See: Association for Library and Information Science Education.

alkaline

Substances with a pH exceeding 7.0 (neutral), for example, calcium carbonate or magnesium carbonate added to paper in manufacture as a reserve or buffer to neutralize any acids that might develop with age. Alkaline substances are also used in the deacidification of materials made from acid paper or board.

all across

See: all along.

all along

A sewing method used in hand-binding in which each section of the text-block is sewn separately to cords or tapes, from kettle stitch to kettle stitch inside the fold. For the sake of economy or to reduce swell, sections may be hand sewn two on. Synonymous with *all across* and *all on*.

allegory

A narrative that can be interpreted literally, but which also has at least one symbolic meaning, usually expressing or elucidating an abstract idea or moral principle. Also, a form of extended metaphor used primarily in works of fiction and poetry in which an event, idea, thing, or person stands for itself and simultaneously for something else. A *dream allegory* is a medieval poem or story about a dream that has allegorical significance, for example, King Rene's ***Book of Love*** (*Le Cueur d'Amours Espris*). ***See also***: beast epic, fable, morality play, and parable.

all firsts

An expression used in the antiquarian book trade and in library cataloging to indicate that all the items in a group of publications are known to be first editions.

Allied Professional Association

See: ALA Allied Professional Association.

allocation

A quantity of time, money, materials, or other resources reserved by an organization for a specific purpose, usually to meet a need essential to realizing its goals and objectives. In most libraries and library systems, funds are *allocated* in accordance with an annual or biennial budget determined by the availability of funds.

all on

See: all along.

allonym

The name of a person known to have existed, assumed as a pen name by another writer, as opposed to a fictional pseudonym. For example, the name "Publius" for the Roman tribune Publius Clodius Pulcher, used by Alexander Hamilton, John Jay, and James Madison in writing *The Federalist*.

all over
A style of binding in which the whole of both sides (front *and* back covers) are decorated, in contrast to design on the front cover only, on the centers and/or corners, or on the borders.

all published
A note in the bibliographic record describing a publication originally proposed in more than one part or volume but never completed, usually because it was discontinued by the publisher. Similarly, a note describing all the issues of a periodical for which publication ceased.

all-rag
See: rag paper.

all rights reserved
A phrase printed in or on a published work, usually on the verso of the title page of a book, giving formal notice that all rights granted under existing copyright law are retained by the copyright holder and that legal action may be taken against infringement.

all through
See: letter-by-letter.

allusion
A brief figurative or symbolic reference in a literary text, usually made indirectly to a familiar person, place, thing, or event outside the text, or to another literary work or passage in it. Allusions are sometimes indexed and published in collections (*example*: ***Allusions--Cultural, Literary, Biblical, and Historical: A Thematic Dictionary*** by Laurence Urdang and Frederick Ruffner). In a more general sense, any implied indication, indirect reference, or casual mention, as opposed to an explicit reference.

almanac
Originally, a book introduced by the Moors to Spain, listing the days, weeks, and months of the year and providing information about festivals, holidays, astronomical phenomena, etc. In modern usage, an annual compendium of practical dates, facts, and statistics, current and/or retrospective, often arranged in tables to facilitate comparison. Almanacs can be general (*example*: ***World Almanac and Book of Facts***) or related to a specific subject or academic discipline (***Almanac of American Politics***). Click here to connect to the online version of the ***Information Please*** almanac.

alphabet
The complete set of characters used to write or indicate the speech sounds of a language, usually arranged in traditional order. The roman alphabet used in writing the English language contains 26 letters (5 vowels and 21 consonants), each with an uppercase and lowercase form. The roman alphabets used to write other languages may contain fewer or additional letters, with diacritical marks used to indicate specific sounds. Click here to find out more about the *Evolution of Alphabets*. ***See***

also: alphabetical and exotics.

alphabet book

A picture book for preschool children with illustrations designed to teach the letters and sequence of the alphabet by showing on each page or double spread, one or more objects, animals, etc., belonging to a class whose name begins with the letter displayed (**a** for **apple**, etc.). Compare with counting book. ***See also***: abecedarium and horn book.

alphabetical

In the customary order of the letters of the alphabet of a language. Alphabetizing can be letter-by-letter, ignoring punctuation and divisions between words, or word-by-word, with entries beginning with the same word alphabetized by the next word, and so on. The terms in this dictionary are listed alphabetically letter-by-letter.

alphabetization

Arranging items or entries in the conventional order of the letters of the alphabet of a language, usually by author, title, subject, or other heading. The most frequently used methods are letter-by-letter or word-by-word, as illustrated by the following examples:

Letter-by-Letter	***Word-by-Word***
New	New
Newel	New Haven
Newfoundland	New moon
New Haven	New York
New moon	Newel
Newport	Newfoundland
Newt	Newport
New York	Newt

For a brief discussion of the history of alphabetization, please see the entry on "Alphabetization Rules" by Geoffrey Martin in the ***International Encyclopedia of Information and Library Science*** (Routledge: 1997).

alphameric

See: alphanumeric.

alphanumeric

A contraction of *alphabetic-numeric*, referring to a character set containing letters of the alphabet, numerals, and/or special characters. The access codes used in computer systems are often alphanumeric (*example*: the username **smith003**). Synonymous with *alphameric*.

Alpha-Numeric System for Classification of Recordings (ANSCR)

A scheme for classifying sound recordings of all types, based on a set of 23 major

subject categories represented by letters of the Latin alphabet (*example*: **M** for popular music), with some categories subdivided and represented by double letters (**MJ** for jazz). To the alphabetic category is added a three- or four-letter code representing type of subarrangement (by title of work; name of composer, performer, or author; name of skill, language, or sound; etc.). The third part of the classification number is composed of the first letter of each of the first three keywords in the title of the work or album, or a number if the work is known by form and numbered. The fourth part is composed of a letter representing the name of an individual closely associated with the performance on the recording, followed by the last two digits of the commercial recording number:

> **ES**
> **BEET**
> **5**
> **O 98**

In the preceding example, **ES** indicates that the recorded work is orchestral and of symphonic form, **BEET** that it was composed by Ludwig Van Beethoven, **5** that it is his fifth symphony, and **O 98** that the performance was conducted by Eugene Ormandy and that the last two digits of the Columbia record number are 98.

ANSCR is used mainly by libraries holding large numbers of sound recordings. Libraries with smaller collections generally use accession number or some other "home-grown" classification system to organize sound recordings. Pronounced "answer."

alpha test

The first full-scale test of a newly designed computer software system or hardware device, or of substantially revised software or hardware that has undergone a major upgrade, usually conducted in a laboratory environment. Compare with beta test.

ALSC

See: **A**ssociation for **L**ibrary **S**ervice to **C**hildren.

ALTA

See: **A**ssociation for **L**ibrary **T**rustees and **A**dvocates.

alternative press

A small, politically progressive publisher not controlled by the handful of giant multinational corporations that dominate the publishing industry worldwide. Alternative press publications often address important social issues and publish innovative and experimental works largely ignored or covered superficially in the mainstream press. For the past thirty years, the Alternative Press Center (APC), an affiliate of the Social Responsibilities Round Table (SRRT) of the American Library Association, has provided access to such publications through ***Alternative Press Index***, available in the reference section of large academic and public libraries.

alternative title

The second part of a title consisting of two parts, each of which is a title in itself, connected by the word "or" or its equivalent in another language (*example*: ***The Female Quixote, or, the Adventures of Arabella***). Compare with subtitle.

ambient conditions

The prevailing characteristics of the environment within the room or building in which library or archival materials are stored or used, including temperature, humidity, natural and artificial light, dust, etc., important considerations for long-term preservation.

ambient light

The level of illumination in an enclosed space, from natural or artificial sources, an important consideration in the preservation of materials that deteriorate when exposed to light (especially the ultraviolet in direct sunlight).

Amelia Frances Howard-Gibbon Illustrator's Award

A literary award established in 1971, presented annually for the best illustrated children's book published in Canada during the preceding year. The illustrator must be a citizen or permanent resident of Canada and the text must be worthy of the illustrations. The award is sponsored by the National Book Service and administered by the Canadian Association of Children's Librarians. Click here to see a list of past award winners. Compare with CLA Book of the Year for Children. ***See also***: Caldecott Medal and Greenaway Medal.

Americana

A term used in the book trade and by collectors to refer to books and other materials written about the Americas (North, South, and Central America), not necessarily published in the Americas or written by authors from the Americas. Libraries that own extensive or valuable collections of Americana often store them in special collections. ***See also***: -ana or -iana and American Antiquarian Society.

American Antiquarian Society (AAS)

An independent national research library founded in 1812 in Worcester, Massachusetts to document the history of the American people from the colonial period through the Civil War and Reconstruction. The collections of the **AAS** include books, pamphlets, newspapers, periodicals, manuscripts, broadsides, juvenile literature, music, graphic arts, genealogy, and local history. Click here to connect to the **AAS** homepage.

American Association of Law Libraries (AALL)

Founded in 1906, **AALL** has a membership of librarians and related information professionals who serve the legal profession in bar associations, courts, law schools, law societies, private law firms, businesses, and government. **AALL** seeks to promote and enhance the value of law libraries to the legal community and general public, fosters the profession of law librarianship, and provides leadership in the field of legal information. An affiliate of the American Library Association, **AALL** has published the quarterly *Law Library Journal* since 1908. Click here to connect to the **AALLNET** Web page.

American Association of School Librarians (AASL)

Founded in 1951, **AASL** is a division of the American Library Association with a membership of elementary and secondary school library media specialists and others interested in the improvement and extension of services for children and young adults. **AASL** publishes the quarterly journal *School Library Media Research* and its bimonthly companion *Knowledge Quest*. Click here to connect to the **AASL** homepage.

American Association of University Professors (AAUP)

A professional association founded in 1915 to represent college and university faculty, the **AAUP** is also open to administrators, graduate students, and the general public. The organization is dedicated to defending academic freedom and tenure, advocating collegial governance, developing policies to ensure due process in the workplace, and providing statistics and analysis of trends in academic employment. Library faculty members at colleges and universities in the United States who are members of the **AAUP** may be covered by a collective bargaining agreement negotiated by their chapter. Click here to connect to the **AAUP** homepage.

American Booksellers Association (ABA)

Founded in 1900, the **ABA** is the oldest trade association of independent bookstores with store front locations in the United States. Its mission is to meet the needs of its members through advocacy, education, research, and the dissemination of information. The **ABA** actively supports fee speech, literacy, and programs that encourage children to read. The organization also publishes an annual handbook for book buyers and maintains the BookWeb.org site on the World Wide Web.

American Book Trade Directory (ABTD)

Published annually by R. R. Bowker, the ***ABTD*** provides basic directory information on booksellers, jobbers, dealers, and antiquarians in the United States and Canada, listed geographically by state/province and indexed by name and type of store, as well as information about auctioneers of literary property, appraisers of library collections, book exporters and importers, and national and regional associations involved in the book trade.

American Folklife Center

Created by Congress in 1976, the **American Folklife Center** is an agency within the Library of Congress, dedicated to preserving and presenting the American folk tradition. It incorporates the Archive of Folk Culture, established in 1928 as a repository of American folk music. Click here to connect to the homepage of the **American Folklife Center**.

American Indian Library Association (AILA)

Founded in 1979, **AILA** is an affiliate of the American Library Association with a membership of individuals and institutions committed to promoting the development, maintenance, and improvement of library services and collections for Native Americans, particularly cultural and information resources needed on reservations and in communities of Native Americans and Native Alaskans. **AILA** publishes the quarterly *AILA Newsletter*. Click here to connect to the **AILA** homepage.

American Institute of Graphic Arts (AIGA)

Founded in 1914 in New York, **AIGA** is a nonprofit organization that fosters excellence in graphic design as an academic discipline, communication medium, business tool, and cultural force by providing a forum for design professionals to exchange ideas and information, participate in research and critical analysis, and enhance education and ethical practice. **AIGA** publishes *Trace: AIGA Journal of Design* in three issues per year. Click here to connect to the **AIGA** homepage.

americanize

To convert to American English the style and spelling of a work written in (or translated into) British English. Compare with briticize.

American Libraries (AL)

A professional magazine for librarians, published since 1907 by the American Library Association, ***AL*** provides news and announcements, analysis of trends, feature articles, job postings, and advertising by library-related businesses in eleven issues per year. Click here to connect to the online version of ***AL***. For reviews of books and other categories of materials collected by libraries, see *Booklist*, also published by the ALA.

American Library Association (ALA)

The leading professional association of public and academic libraries and librarians in the United States, the **ALA** was founded in Philadelphia in October, 1876 by a group of library leaders (90 men and 13 women) that included Melvil Dewey. An "association of associations," the **ALA** is organized in divisions, each with its own officers, budget, and programs, and is closely tied to over 50 state and regional chapters. The Association also sponsors round tables on specific issues and topics, and is affiliated with other independent library-related organizations. Its imprint is ALA Editions. The most widely read periodicals published by the **ALA** are the trade journal *American Libraries* and the review publication *Booklist*. Click here to see a complete list of newsletters, magazines, and journals published by the various branches the **ALA**. Click here to connect to the **ALA** homepage. ***See also***: ALA Allied Professional Association, Association des bibliothecaires francais, Canadian Library Association, and Library Association (UK).

ALA divisions:

American Association of School Librarians (AASL)
Association for Library Collections and Technical Services (ALCTS)
Association for Library Service to Children (ALSC)
Association for Library Trustees and Advocates (ALTA)
Association of College and Research Libraries (ACRL)
Association of Specialized and Cooperative Library Agencies (ASCLA)
Library Administration and Management Association (LAMA)
Library and Information Technology Association (LITA)
Public Library Association (PLA)
Reference and User Services Association (RUSA)
Young Adult Library Services Association (YALSA)

American Library Directory (ALD)

A serial published annually by R. R. Bowker, available in the reference sections of most libraries, providing directory information (name, location, phone and FAX number(s), department heads, budget, collection size, special collections, electronic resources, network participation, etc.) for over 30,000 academic, public, research, county, provincial, regional, medical, law, and other special libraries in the United States, Canada, and Mexico. ***ALD*** also includes separate sections listing library networks and consortia, library systems, libraries for persons with special needs, and state and federal library agencies. It also contains an alphabetically arranged *Personnel Index* of all the individuals named in the entries for libraries, library systems, and library consortia, with contact information.

American National Standards Institute (ANSI)

A nonprofit national clearinghouse founded in 1918 to facilitate standardization by voluntary consensus in the United States in both the public and private sectors, and to coordinate and administer standards of all types. **ANSI** membership includes over 1,400 companies, organizations, government agencies, and other institutions. The U.S. is represented by **ANSI** in the International Organization for Standardization (ISO). Standards for library and information science are developed by the National Information Standards Organization (NISO), a nonprofit association accredited by **ANSI**. Click here to connect to the **ANSI** homepage.

American Printing History Association (APHA)

Founded in 1974, **APHA** encourages study and research in printing history and related arts and skills, including calligraphy, type founding, papermaking, bookbinding, illustration, and publishing. From its headquarters in New York City, **APHA** publishes the *APHA Newsletter* and the biannual journal *Printing History*. Click here to connect to the **APHA** homepage.

American Reference Books Annual (ARBA)

A reference serial published annually by Libraries Unlimited, ***ARBA*** provides comprehensive coverage of English-language reference books and CD-ROMs published in the United States and Canada during the previous year, presenting reviews in a classified arrangement, indexed by author/title and subject. Reviews are usually 100-300 words long, written by scholars, librarians, and library educators who are asked to examine new works and provide well-documented critical comments (positive *and* negative). All reviews are signed. ***ARBA*** is shelved in the reference section of large academic and public libraries.

American Society for Information Science and Technology (ASIST)

An affiliate of the American Library Association, **ASIST** is a non-profit association established in 1937 to provide opportunities for professionals in the information science field to communicate across the disciplines of library science, computer science, linguistics, mathematics, and the physical sciences. Click here to connect to the **ASIST** homepage.

ASIST publications:

ARIST: Annual Review of Information Science and Technology
Bulletin of the American Society of Information Science and Technology
Journal of the American Society for Information Science and Technology

American Society of Indexers (ASI)

Founded in 1968, **ASI** is an affiliate of the American Library Association that seeks to promote indexing, abstracting, and database construction. Its members are professional indexers, librarians, editors, publishers, and organizations that employ indexers. **ASI** publishes the semiannual journal *The Indexer* and the bimonthly bulletin *Key Words*. Click here to connect to the **ASI** homepage.

American Standard Code for Information Interchange

See: ASCII.

Americans with Disabilities Act (ADA)

Legislation passed by Congress in 1990 guaranteeing right of access to public facilities and resources to persons with physical disabilities and prohibiting discrimination against them in employment. The ***ADA*** has had a profound effect on the delivery of library services in the United States, from architectural planning (ramps, elevators, automatic door-openers, signage in Braille, etc.) to the design and placement of furniture, equipment, and shelving, and even the design of computer interfaces. To learn more, click here or see the print publication ***How Libraries Must Comply with the Americans with Disabilities Act (ADA)*** by Donald Foos and Nancy Pack (Oryx: 1992).

American Theological Library Association (ATLA)

Founded in 1947, **ATLA** is an affiliate of the American Library Association with an ecumenical membership that includes theological librarians, persons interested in theological librarianship, and theological institutions dedicated to providing programs, products, and services in support of theological and religious studies libraries and librarians. **ATLA** publishes the quarterly *ATLA Newsletter*. Click here to connect to the **ATLA** homepage.

America Online (AOL)

The largest Internet service provider in the world, **America Online** was founded as Quantum Computer Services in 1985, reached one million subscribers in 1994, purchased its closest rival CompuServe in 1997, and merged with Time Warner in 2001. Known by the initialism **AOL**, the company offers e-mail, a chat directory, a Web browser and subject directory of Web sites, online shopping, and information and entertainment services, in addition to providing Internet access to businesses and individuals, usually for a monthly fee. Click here to connect to the **AOL** homepage.

AMIA

See: **A**ssociation of **M**oving **I**mage **A**rchivists.

amnesty

See: grace period.

ampersand

The symbol **&** derived from a fusion of the letters of the Latin word *et*, meaning "and." Under *AACR2*, when the title proper contains an ampersand (*example*: ***Notes & Queries***), it is transcribed in the title and statement of responsibility area of the bibliographic description exactly as it appears on the chief source of information, and an added entry is made under the title with "and" spelled out.

-ana, -iana

A suffix added to the name of a person, place, or institution to signify the body of related literature, information, memorabilia, etc., that has accumulated over time (*examples*: Conradiana, Americana, librariana). In libraries such materials are usually housed in special collections. ***See also***: local collection and regional book.

analects

From the Greek *analekta* meaning "things gathered up." A collection or "gleaning" of miscellaneous literary excerpts or fragments (*example*: the teachings of Confucius).

analog

A representation of an object, physical condition, or process, that closely replicates the original, reflecting any variations in its state. In technology, analog devices are designed to monitor conditions such as sound, movement, or temperature, and convert the resulting measurements into electrical signals or mechanical patterns representing the fluctuations of the actual phenomenon (*example*: sounds recorded on a phonograph record). Analog data is encoded in signals that are continuous over a range or interval of values, for example, data transmitted over a telephone line which must be converted by a device called a modem into the discrete values of digital code in order to be processed by a digital computer.

analytical bibliography

The comparative and historical study of books as physical objects, including the methods and techniques of book production and their influence on texts. Synonymous with *critical bibliography*. Analytical bibliography has three main branches:

Historical bibliography - the history of books and their methods of production
Textual bibliography - the relationship between the text as conceived by the author and the text as published
Descriptive bibliography - the close description of the physical characteristics of books

analytical entry

An entry in a library catalog for a part of a work (chapter in a book) or for an entire work (story, play, essay, or poem) contained in an item, such as an anthology or collection, for which a comprehensive entry is made. Analytical entries are made under the author, title, and subject of the part, and include a reference to the title of the work containing the part. Because preparation of analytical entries is time-consuming, the level of bibliographic description provided in a catalog depends on the administrative policy of the library and its assessment of local needs. Synonymous with *analytics*. ***See also***: analytical note.

analytical note

The statement in an analytical entry indicating the relationship of the work, or part of a work, to the more comprehensive work of which it is a part, for example, the title of an anthology containing a short story, play, essay, or poem.

analytic classification

See: hierarchical classification.

analytics

See: analytical entry.

ancillary map

See: inset map.

AND

See: logical product.

Anglo-American Cataloging Rules (AACR)

A detailed set of standardized rules for cataloging various types of library materials which had its origin in *Catalog Rules: Author and Title Entries* published in 1908 under the auspices of the American Library Association and the Library Association (UK), and the *A.L.A. Cataloging Rules for Author and Title Entries* (1949), with its companion volume *Rules for Descriptive Cataloging in the Library of Congress*. Cooperation between the ALA, the Library Association, and the Canadian Library Association resumed with the joint publication in 1967 of ***Anglo-American Cataloging Rules***, which is divided into two parts: rules for creating the bibliographic description of an item of any type, and rules governing the choice and form of entry of headings (access points) in the catalog.

A second edition (***AACR2***) was published in 1978 and revised in 1988 (***AACR2R***) to reflect changes in information formats. The 1998 revision includes changes and corrections authorized by the Joint Steering Committee (JSC) for revision of ***AACR*** since 1988, including amendments authorized through 1997. Additional amendments were issued in 1999 and 2001. ***AACR2-e*** is a hypertext version published by ALA Editions that includes all amendments through 2001. ***See also***: Paris Principles and catalog code.

animated graphics

A graphic design technique in which a sequence of related still images, such as cartoon drawings or diagrams, is displayed in such rapid succession that the illusion of continuous motion is created on a computer screen. Animated graphics require less bandwidth than full-motion video when transmitted over the Internet (and also less memory), so they can be downloaded more quickly when a Web site containing them is selected by the viewer.

animation

The illusion of continuous motion created on film by photographing a sequence of drawings, still pictures, or cartoon cels, each representing a slight change from the

preceding one, and viewing them in rapid succession. Developed into an art form by *animators* in the studios of Walt Disney, the technique continues to provide pleasure to audiences worldwide. ***See also***: animated graphics.

annals

A periodical in which the transactions of a society or organization, or events and developments in a specific discipline or field of study are recorded (*example*: ***Annals of the American Academy of Political and Social Science*** published since 1890). In a more general sense, a list of events recorded in chronological order. ***See also***: chronicle.

annex

An addition to an existing library or archive, or a nearby facility used as an addition to the main building, usually of smaller size. A library annex is sometimes used to store low-use materials in closed stacks.

annotate

To add notes to a written document to explain, comment on, or evaluate its content, as in an annotated edition. Also, to add brief notes, called annotations, to the entries in a bibliography or catalog to describe, explain, or evaluate the sources listed.

annotated bibliography

A bibliography in which a brief explanatory or evaluative note is added to each reference or citation. An annotation can be helpful to the researcher in evaluating whether the source is relevant to a given topic or line of inquiry.

annotated edition

An edition that includes comments written by the author or another *annotator*, which are explanatory or supplemental rather than evaluative. Compare with critical edition.

annotation

A brief note, usually no longer than two or three sentences, added after a citation in a bibliography to describe or explain the content or message of the work cited, or to comment on it.

Example:

Bradbury, Malcolm, ed. *The Atlas of Literature*. London: De Agostini Editions, 1997.

A heavily-illustrated international thematic history of the relationship between geography and literature, from the Middle Ages and Renaissance to the post-Cold War era. Includes references for further reading and a list of places to visit by country.

In a more general sense, any brief explanatory or descriptive comment added to a document, text, catalog entry, etc. In a critical annotation, the commentary is evaluative. Also refers to the process of annotating a document or an entry in a bibliography or catalog.

annual

Issued once a year, every year, as in an annual report or annual review. Also refers to a form of literary anthology popular during the 19th century, usually illustrated with engravings. According to Geoffrey Glaister (***Encyclopedia of the Book***, Oak Knoll: 1996), this type of book was intended mainly for female readers.

In modern usage, a serial publication in any format, issued once a year. Compare with yearbook. ***See also***: biennial, triennial, quadrennial, quinquennial, sexennial, septennial, and decennial.

annual report

A printed publication, usually less than one hundred pages in length, submitted each year by the officers of a publicly held company to its board of directors (or other governing body) and issued in softcover for distribution to current and prospective shareholders, describing the firm's activities during the preceding fiscal year and its current financial position. Some corporations make their annual reports available online. In business libraries, annual reports are usually retained in a company file for a fixed number of years and subsequently discarded.

annual review

A serial publication that surveys the most important works of original research and creative thought published in a specific discipline or subdiscipline during a given calendar year (*example*: *Annual Review of Information Science and Technology*). In most academic libraries, annual reviews are placed on continuation order. In the workplace, an inspection or personnel evaluation conducted once a year.

Annual Review of Information Science and Technology (ARIST)

Issued once a year by the American Society for Information Science and Technology (ASIST) and Information Today, ***ARIST*** provides scholarly reviews of current topics in information science and technology, as substantiated by the published literature of the field. Publication of ***ARIST*** began in 1966 with the financial support of the National Science Foundation. Because the field is broad and dynamic, no single topic is treated on an annual basis. The reviews are critical in the sense of presenting the contributor's opinion concerning activities, developments, and trends within the subject area reviewed. Each volume includes a cumulative keyword and author index to the entire series. Indexing and abstracting of ***ARIST*** is provided in *Library and Information Science Abstracts*, *Library Literature & Information Science*, and *ERIC*.

anonymous

A work in which the author's name does not appear and cannot be traced with certainty in catalogs, bibliographies, or any other reliable source. Of unknown authorship. For an entertaining introduction to the methods used to detect the identities of writers of anonymous works, please see ***Author Unknown: On the Trail of Anonymous*** by Don Foster (New York: Henry Holt, 2000). Abbreviated *anon*. Compare with apocryphal and spurious work.

anonymous FTP

See: FTP.

ANSCR

See: Alpha-Numeric System for Classification of Recordings.

ANSI

See: American National Standards Institute.

anthology

A collection of extracts or complete works by various authors, selected by an editor for publication in a single volume or multi-volume set. Anthologies are often limited to a specific literary form or genre (short stories, poetry, plays) or to a national literature, theme, time period, or category of author. The works *anthologized* are listed in the table of contents by title in the order of their appearance in the text. In the card catalog, analytical entries are prepared for works published in anthologies. In the online catalog, the individual works contained in an anthology are listed in the bibliographic record in a contents note searchable by keyword(s) in most catalog software. Compare with compilation. ***See also***: garland and miscellany.

antiphonary

A liturgical work containing hymns, psalms, or verses chanted or sung responsively by the choir in a worship service. Also, a book containing the choral parts of the Divine Office (canonical hours) of the Catholic Church.

antiquarian book

An old out-of-print used book, more valuable than most second-hand books because of its rarity and/or condition, usually sold by an antiquarian bookseller. Very rare and valuable old books are sold at auction. Price guides are available for appraising old books. ***See also***: *AB Bookman's Weekly* and first edition.

antiquarian bookseller

A bookseller who deals in old, rare, fine, out of print, and secondhand books. ***See also***: ABAA, *AB Bookman's Weekly*, Alibris, and Oak Knoll.

Antiquarian Booksellers Association of America (ABAA)

Founded in 1949, the **ABAA** encourages interest in fine and antiquarian books and manuscripts (and other rare or valuable printed materials), promotes ethical standards and professionalism in the antiquarian book trade, encourages collecting and preservation, advances technical and general knowledge useful to the trade, sponsors book fairs, and facilitates collegial relations among booksellers, librarians, scholars, and collectors. Click here to connect to the **ABAA** homepage. ***See also***: International League of Antiquarian Booksellers.

antique

In papermaking, the unpolished matte finish produced when uncoated paper is *not* processed through a calendering machine. Eggshell is a smooth, slightly pitted antique finish. Also refers to a contemporary calf binding designed to imitate an older binding.

antique binding

A modern binding done in the style of an earlier period, with no intent to mislead prospective buyers as to its actual age.

anti-virus software

A computer program designed to periodically check the hard drive of a computer (or all the computers attached to a network) for the presence of man-made computer viruses and eliminate them if found. The anti-virus software used on computer networks usually includes an update feature that automatically downloads profiles of newly-created viruses soon after they are detected.

antonym

A word or phrase which is the *opposite* in meaning of another term. Dictionaries of antonyms are available in the reference section of larger libraries. In some indexing languages, one of the terms in a pair of opposites may be selected to represent both, with a cross-reference made from the other. The opposite of synonym.

AOL

See: **A**merica **On**l**ine**.

APA

See: ALA **A**llied **P**rofessional **A**ssociation.

APALA

See: **A**sian-**P**acific **A**merican **L**ibrarians **A**ssociation.

APA style

A guide for typing research papers in the social sciences, developed by the **A**merican **P**sychological **A**ssociation, which includes the proper format for typing notes and bibliographic citations. APA style is described fully in the most recent edition of the ***Publication Manual of the American Psychological Association***, available in the reference section of most academic libraries. Click here to connect to the *Yahoo!* list of APA style guides. Compare with MLA style. ***See also***: electronic style.

aperture card

A card containing one or more small windows in which individual frames cut from a strip of microfilm are mounted. This format allows microfilm images to be used independently and provides a convenient surface for recording pertinent information about each frame. Synonymous with *image card*.

APHA

See: **A**merican **P**rinting **H**istory **A**ssociation.

aphorism

A very concise sentence or statement ("nugget") that expresses, in a pointedly memorable way, a universally recognized truth or principle. A maxim (*example*: "Well begun is half done."). Aphorisms published in collections are usually shelved in the reference section of a library (*example*: ***Oxford Book of Aphorisms***).

apocryphal

Writings which scholars consider to be of dubious authorship or authenticity (not genuine), for example, the 14-15 books of the Greek translations of the Old Testament (Septuagint), known as the *Apocrypha*, accepted as authoritative by the Roman Catholic and Greek Orthodox churches, but rejected in Judaism and not considered canonical in Protestantism. Compare with anonymous. ***See also***: spurious work.

apostil
A marginal note or annotation in a book or manuscript. Also spelled *apostille*.

appendix
A part of a written work, not essential to the completeness of the text, containing complementary information such as statistical tables or explanatory material too long to be included in the text, or in footnotes or endnotes. An appendix differs from an addendum in having been planned in advance as an integral part of the publication, rather than conceived after typesetting occurs. *Appendices* usually appear in the back matter, following the text and preceding the notes, glossary, bibliography, and index. Abbreviated *app*.

applet
A small application program written in the Java programming language developed by Sun Microsystems for distribution over the Internet. Applets run on any Java-enabled Web browser independent of platform (Windows, Macintosh, UNIX, etc.).

applicant
A person who has made a formal request to be considered for employment, usually by filling out an application form or by sending a resume or *curriculum vitae* with cover letter to a prospective employer in response to a job posting. Compare with candidate.

application
Computer software that allows the user to process data or perform calculations necessary to achieve a desired result, as opposed to the operating system designed to control the computer's hardware and run all other programs. Common microcomputer applications include word processing, spreadsheet, e-mail, presentation graphics, desktop publishing, database management systems, and Web browsers. ***See also***: multitasking.

Also refers to a formal request to be considered for employment, usually made by filling out a form or by submitting a resume or *curriculum vitae* with cover letter in response to a job posting. Each library develops its own application procedure, unless it is part of a larger organization that uses a standardized procedure.

APPM
A*rchives,* ***P****ersonal* ***P****apers, and* ***M****anuscripts*, a standard for the description of archival materials based on *AACR2*, accepted by most archives in the United States.

appraisal
The monetary valuation of gifts, usually done at the request of an archives, library, or museum, by a professional *appraiser* familiar with the market for the type of item(s)

donated. Also refers to the process of evaluating records to determine whether they are to be archived indefinitely, retained for a shorter period, or disposed of in some other way (sold, donated, destroyed, etc.).

approval plan

A formal arrangement in which a publisher or wholesaler agrees to select and supply, subject to return privileges specified in advance, publications exactly as issued which fit a library's pre-established collection development profile. Approval profiles usually specify subject areas, levels of specialization or reading difficulty, series, formats, price ranges, languages, etc. Some plans provide advance notification slips instead of sending the actual physical item. Compare with blanket order and book lease plan. ***See also***: continuation order.

approvals

New books sent automatically by a publisher or wholesaler in accordance with a pre-established profile of the library's needs, rather than ordered title-by-title by the selectors responsible for collection development. Approvals not returned within an agreed upon time are understood to have been accepted by the library.

approval shelf

A shelf or shelves, usually located in or near the acquisitions department of a library, where new books ordered on approval are stored pending examination by the selectors responsible for deciding whether they are to be added to the collection or returned to the publisher or wholesaler.

approved library school

In the United States, a library school that offers a program recognized or certified by a state board or educational agency as meeting its standards of quality and professionalism. Some approved library schools are also ALA-accredited.

approximate the whole

Said of a work which is nearly coextensive with the subject(s) represented by a class in Dewey Decimal Classification, or which covers more than half the content of the heading, or which covers representative examples from three or more subdivisions of the class. The cataloger is permitted to add standard subdivisions to a work that approximates the whole of a subject (adapted from *DDC*). Compare with standing room.

arabesque

An elaborate Islamic-style design consisting of intricately interlaced lines which may include flowers and foliage, or geometric patterns, stamped as a decoration on the cover of a book or used by a printer to ornament a text.

arabic numeral

One of the ten digits (**0 1 2 3 4 5 6 7 8 9**) developed in India in the 6th century to indicate number in a system of place value based on ten. Arabic numerals were adopted by the Arabs around 900 AD, who introduced them in Europe via Spain about 100 years later, where they replaced roman numerals. Colonization introduced

them to the rest of the world.

The notation used in Dewey Decimal Classification is composed entirely of arabic numerals. They are also used in Library of Congress Classification notation to indicate subclasses, following the letters of the alphabet used to represent main classes and divisions. In printing, pagination is in arabic numerals, except for the front matter in books which is done in roman numerals. Arabic numerals are also used to indicate the sequence of footnotes and endnotes. Under *ALA Filing Rules*, headings and titles that begin with arabic numerals (including dates) precede those beginning with letters of the alphabet, arranged according to value from lowest to highest.

ARBA

See: ***A****merican* ***R****eference* ***B****ooks* ***A****nnual*.

archetypal novel

Early fictional tales and romances considered to be precursors of the novel in its modern form (*example*: ***The Tale of Genji*** by Lady Shikibu Murasaki).

architectural binding

A form of ornamental bookbinding popular during the 16th century in which the front cover was decorated with architectural columns on either side, supporting an arch or lintel across the top, beneath which the title is displayed on a panel, the style of the cover bearing no relation to the content of the work. ***See also***: cathedral binding.

architectural drawing

A drawing or sketch of a proposed construction project, done by an architect or architectural firm. A full set of drawings, showing all phases of the construction process, includes the specifications used by contractors for bidding, purchase of materials and equipment, etc. Synonymous with blueprint, a term derived from the process used to duplicate them which produces a white image on a blue ground. Compare with architectural rendering.

architectural rendering

A pictorial representation of a building or other structure, usually from an angle showing the front or main entrance, created by the architect or an architectural firm to give an accurate, if somewhat idealized, impression of how the structure will appear after it is constructed. Sometimes used in fund-raising to promote capital projects, such as the construction of a new library facility or the renovation and/or expansion of an existing one. Compare with architectural drawing.

architecture library

A specialized library associated with a graduate school of architecture or a large architectural firm, containing books and periodicals on architecture and architectural engineering, building codes and standards, architectural drawings and renderings, indexes and abstracting services, databases, and other reference materials for research in architecture and related fields.

archival copy

A copy of a document specifically created or designated for archival storage by the

company, government, organization, or institution that wishes to preserve it, usually for legal, evidential, or historical purposes. ***See also***: archival quality and preservation photocopy.

archival database

An organized collection of records in digital format, containing information to be retained for an indefinite period of time, usually for future reference, for example, the messages received and distributed by an e-mail discussion list, or the reference questions received by an electronic reference service, including the answers provided.

archival journal

A journal published mainly for archival purposes, as opposed to one intended for distribution to retailers and individual subscribers, usually priced for the library market with little or no attempt to market it to a wider audience.

archival paper

A grade of paper that is permanent and highly durable, particularly with respect to fading and physical deterioration caused by acidity, used for printing materials of archival quality. ***See also***: rag paper.

archival quality

The physical properties of records in all media (paper, microform, magnetic tape or disk, optical disk, etc.) which make them suitable for permanent storage in archives. Items printed on paper must have a pH of 7 or higher and be free of other contaminates (chemicals, mildew, etc.). Synonymous with *archival standard*. ***See also***: archival paper.

archival value

The decision, following appraisal by a knowledgeable expert (or experts), that a document, record, or group of records is worth preserving, permanently or for an indefinite period. Records are retained for their:

Administrative value - utility in the conduct of current or future administrative affairs
Evidential value - capacity of records to furnish proof of facts concerning their creator or the events/activities to which they pertain
Fiscal value - utility in the conduct of financial business or fiscal accounting
Historical value - capacity to document past events, providing information about the lives and activities of persons involved in them
Informational value - usefulness for reference and research
Intrinsic value - inherent worth of a document based on its content, cultural significance, antiquity, past uses, etc.
Legal value - utility in the conduct of future legal proceedings, or as evidence of past legal decisions
Monetary value - worth in the market place, based on appraisal by a person experienced in making such judgments

Compare with artifactual value. ***See also***: primary values and secondary values.

archive

The building, facility, or area that houses an archival collection (the term repository is preferred by most archivists). Also, to place documents in storage, usually to preserve them as an historical, informational, legal, or evidential record, permanently or for a finite or indefinite period of time.

archives

An organized collection of the noncurrent records of the activities of a business, government, organization, institution, or other corporate body, or the personal papers of one or more individuals, families, or groups, retained permanently (or for a designated or indeterminate period of time) by their originator or a successor for their permanent historical, informational, evidential, legal, administrative, or monetary value, usually in a repository managed and maintained by a trained archivist. Also refers to the office or organization responsible for appraising, selecting, preserving, and providing access to archival materials.

Archives can be classified in three broad categories: government archives (*example*: National Archives and Records Administration), in-house archives maintained by a parent institution, and collecting archives (manuscript libraries, film archives, genealogical archives, sound archives, personal archives, etc.). Compare with archive. ***See also***: archival copy, archival database, archival paper, archival quality, archival value, digital archives, and Society of American Archivists.

archives box

A container of standard size with a hinged or lift-off lid, used to store and facilitate the handling of archival materials, usually constructed of acid- and lignin-free cardboard held together without glue or metal staples. Boxes made of inert polypropylene plastic are also used for this purpose. ***See also***: box list.

archives policy

A formal written statement defining the authority under which an archives operates, the scope of its activities (mission, objectives, conditions/restrictions, etc.), and the range of services it provides. Compare with access policy.

archivist

The person responsible for managing and maintaining an archival collection, usually a librarian with special training in archival practices and methods, including the identification and appraisal of records of archival value, authentication, accessioning, description/documentation, facilitation of access and use, preservation and conservation, and exhibition and publication to benefit scholarship and satisfy public interest. Archivists are organized in the Society of American Archivists.

Archivists and Librarians in the History of the Health Sciences (ALHHS)

An association of librarians, archivists, and other specialists actively engaged in the librarianship of the history of the health sciences, dedicated to the exchange of information and to improving standards of service. Click here to connect to the **ALHHS** homepage.

area

One of the major portions of description comprising the bibliographic record created to represent a specific item in a library catalog or bibliographic database. Each area ia reserved for data elements of a specific category (or categories). In *AACR2*, the standard areas of a bibliographic description are:

Title and statement of responsibility (MARC field 245)
Edition (MARC field 250)
Material specific details (MARC field 254 for music, 255 for cartographic material, and 362 for serials)
Publication, distribution, etc. (MARC field 260)
Physical description (MARC field 300)
Series (MARC fields 4XX)
Note (MARC fields 5XX)
Standard number and terms of availability (MARC field 020 or 022)

area study

A publication that provides factual information about a specific region of the world (Africa, Asia, Europe, Latin America, the Middle East, etc.), including a description of its physical and social geography, economy, history, governments, and cultures, and which may also contain pertinent statistical and directory information. Area studies are often published serially (*example*: ***The Far East and Australia*** in the series *Regional Surveys of the World*, published annually by Europa). Compare with country study.

argot

The idiomatic vocabulary of a group or class of people, or of the members of a specific occupation or profession, particularly those who are on the margins of conventional society. Dictionaries of argot are available in the reference section of larger libraries. Compare with slang. ***See also***: jargon.

Ariadne

An electronic journal for academic information science professionals, reporting on issues and developments in information service and information networking worldwide. Published quarterly by UKOLN, ***Ariadne*** is aimed at keeping the practitioner informed of current digital library initiatives. Click here to connect to the ***Ariadne*** homepage.

Ariel

A document transmission system developed by the Research Libraries Group (RLG) which provides rapid, inexpensive, high-quality document delivery over the Internet by integrating scanning, sending, receiving, and printing functions. The user can send text and gray-scale images (illustrations, photographs, etc.) in letter, legal, and other sizes to another ***Ariel*** workstation, to an e-mail account used by an ***Ariel*** machine, or to anyone who uses MIME-compliant e-mail software and a multipage TIFF viewer. The system is used in libraries to facilitate interlibrary loan and document delivery service. Click here to connect to the RLG Web page for ***Ariel***.

ARIST

See: *Annual Review of Information Science and Technology*.

aristonym

A surname used as, or derived from, a formal title of nobility (*example*: **Thomas Harold Andre Le Duc**).

ARL

See: Association of Research Libraries.

ARLIS/NA

See: Art Libraries Society/North America.

ARMA

See: Association for Information Management Professionals.

armarian

The person charged with keeping the manuscripts and books owned by a medieval monastery in good order and repair, also responsible for maintaining an accurate catalog of the library's contents. It was also the armarian's duty to keep the scribes and illuminators in the scriptorium well-supplied with parchment, vellum, pens, ink, pigments, gold and silver leaf, and other materials needed to copy, illustrate, and bind books by hand. Synonymous with *armarius*. Compare with armarium.

armarium

A wooden cupboard or free-standing piece of furniture with shelves and doors, first used to store scrolls, and eventually manuscripts and books. Known to have existed during the Roman Empire, *armaria* were used in medieval monasteries until the end of the Renaissance. Compare with armarian. ***See also***: capsa and scriptorium.

armorial binding

A binding, usually in leather, decorated with a coat-of-arms or other heraldic device to indicate the royal or noble lineage of its original owner.

ARPAnet

Advanced **R**esearch **P**rojects **A**gency **net**work, the first computer network to use packet switching. Funded by the U.S. Advanced Research Projects Agency in 1969, **ARPAnet** linked research computers on two University of California campuses with the Stanford Research Institute and the University of Utah. In 1983, with more than 300 computers connected, its protocols were changed to TCP/IP and it became known as the Internet. In 1987, when the National Science Foundation (NSF) began to develop a high-speed fiber-optic backbone to connect supercomputer centers, intermediate networks of regional **ARPAnet** sites began connecting to the backbone. In 1995, commercial Internet service providers assumed control of the major backbones in the United States. Traffic over the "Net" continues to expand.

arrangement

A portion of a musical work, or an entire work, rewritten for a medium of

performance or market other than the one for which the original was intended (synonymous in this sense with *transcription*); or a simplified or amplified version of a musical composition, written for the same medium. In *AACR2*, an arrangement is, as a general rule, cataloged under the name of the composer, with an added entry under the name of the arranger.

In archives, the process of putting records into order, following accepted archival principles, with special attention given to their provenance and original order. If, upon careful scrutiny, the original order is found to be completely random, the archivist may, after carefully documenting the original sequence, substitute an impartial arrangement that is more convenient to use.

In indexing, the process of putting in systematic and consistent order the headings under which entries are listed. The sequence can be alphabetical, numerical, or classified in some manner.

arranger

A person who transforms an entire musical work, or a major portion of a such a work, to a medium of performance other than the one intended by the original composer, or who extends or simplifies a work in the same medium, retaining a substantial amount of the original musical structure. Under *AACR2*, an arrangement is, as a general rule, cataloged under the name of the composer, with an added entry under the name of the arranger.

array

From the Latin *arredare* meaning "to arrange in order." In an index or thesaurus of indexing terms, a display of entries, headings, descriptors, etc., in an orderly sequence. In classification, a set of mutually exclusive and exhaustive coordinate subclasses dividing a class by a single characteristic, for example, the array "newspaper," "newsletter," "magazine," and "journal" dividing the class "periodical" by form.

arrears

Library materials in need of cataloging, which have accumulated to the point of requiring a special effort to process, usually the result of heavy ordering, receipt of a large gift, or insufficient personnel to maintain normal workflow. Synonymous in this sense with backlog. Also refers to the state of being behind in the payment of salaries, wages, invoices, etc.

ARSC

See: **A**ssociation for **R**ecorded **S**ound **C**ollections.

art

A general term used in publishing and printing for the illustrative matter in a book or other publication, for which no setting of type is required, including any hand lettering, photographs, reproductions of drawings, prints, and paintings, etc. Compare with artwork.

art book

A volume, usually of relatively large size, containing high-quality reproductions of works of visual art (paintings, drawings, prints, etc.) or photographs of sculpture, architecture, or other three-dimensional works of art, usually with accompanying text. In an exhibit catalog, the text may be minimal. Because art books are expensive to produce, they are sometimes co-published to achieve economies of scale. Compare with coffee table book.

Also refers to books created as a form of visual and/or tactile artistic expression (see ***Structure of the Visual Book*** by Scott McCarney and Keith A. Smith). Art books created for exhibition may be one-of-a-kind. ***See also***: book art and folded book.

article

A self-contained nonfiction prose composition on a fairly narrow topic or subject, written by one or more authors and published under a separate title in a collection or periodical containing other works of the same form. The length of a periodical article is often an indication of the type of publication--magazine articles are usually less than five pages long, articles published in scholarly journals longer than five pages. Periodical articles are indexed, usually by author and subject, in periodical indexes and abstracting services, called bibliographic databases when available on computer. Compare with editorial and essay. ***See also***: cover story and feature.

Also refers to the words *a*, *an*, or *the*, or their equivalent in another language, used as adjectives preceding a noun, *the* being the definite article, and *a* and *an* indefinite articles. In library filing, an initial article is ignored at the beginning of a heading. An initial article is also ignored at the beginning of a title in a search of an online catalog or bibliographic database by title.

artifact

An object made or modified by the work of one or more persons (replicas excluded), as distinct from a natural object called a specimen when collected. Objects created for their aesthetic value are considered works of art. The value of an item to collectors as a physical object is usually reduced by any modification. Also spelled *artefact*. ***See also***: realia.

artifactual value

The worth of a thing as a physical object, for example, a copy of a book that has little value in the antiquarian market, but is important to textual scholars because of its typographic characteristics, or to book historians because of its unusual binding. Normally, any modification of such an object reduces its value. Compare with archival value.

artificial digit

In Dewey Decimal Classification, a letter or symbol used optionally as a substitute for the numerals 0-9 to give various languages, literatures, religions, cultures, and ethnic groups a more prominent location or shorter notation (adapted from *DDC*). For example, under classes 810-890 (Literature of specific languages), Option B to "give preferred treatment by placing before **810** through use of a letter or other symbol, e.g., literature of Arabic language **8A0**, for which the base number is **8A**."

artificial intelligence (AI)

Mechanical and electronic devices and applications designed to closely mimic the human ability to learn, reason, and make decisions. **AI** is used in voice recognition technology, expert systems, natural language and foreign language processing, and robotics.

artificial language

A language constructed from a pre-established set of rules. Its vocabulary can be a subset of a natural language, as in a classification system, or composed of symbols, as in a language used in programming computers. Synonymous with *synthetic language*.

artificial leather

See: imitation leather.

Art Libraries Society/North America (ARLIS/NA)

Founded in 1972, **ARLIS** is an organization of librarians, institutions, and individuals with an interest in art librarianship and the curatorship of visual art resources in public and academic libraries, museums, galleries, art institutes, and publishing houses. An affiliate of the American Library Association, **ARLIS** publishes the newsletter *ARLIS/NA Update* five times a year. Click here to connect to the **ARLIS/NA** homepage. ***See also***: art library.

art library

A library charged with acquiring, organizing, preserving, and providing access to information and resources in the diverse fields constituting the visual arts (architecture, drawing, graphic design, painting, photography, sculpture, etc.). An art library usually functions as a unit within a larger academic or public library, or as a special library maintained by a host organization such as a gallery, museum, art institute, or publishing house. The first modern art library in the United States was founded in 1871 by the San Francisco Art Association (now the San Francisco Art Institute). ***See also***: art book and Art Libraries Society/North America.

art original

An original work of art created by an artist in two or three dimensions, as distinct from a reproduction of such a work. The term is not applied to photographs and art prints which can be produced in multiple copies by a person other than the artist.

art print

See : print.

artwork

A general term used in publishing and printing to refer to illustration originals in any medium, as opposed to reproductions of art originals. Such works may have artistic and monetary value independent of the publication for which they were created. Compare with art.

ascender

In typography and calligraphy, the stroke of a lowercase letter that extends above the

highest point of an x-height letter (**a**, **c**, **e**, **m**, etc.). The letters of the Latin alphabet with ascenders are: **b**, **d**, **f**, **h**, **k**, **l**, and **t**. The *ascender line* is an imaginary horizontal line connecting the tops of ascender letters, often, but not necessarily, the same as the cap line. Compare with descender. ***See also***: primary letter.

ASCII

An acronym for **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange (pronounced "askee"), the binary code built into most minicomputers and all personal computers to represent uppercase and lowercase letters, numerals, and special characters in digital format. Each **ASCII** character consists of seven information bits and one parity bit for error checking.

Designed to facilitate information exchange between nonstandard data processing and communications equipment, **ASCII** is recognized by the American National Standards Institute (ANSI). Also refers to text that has been converted to **ASCII** code. Unlike text containing special formatting, **ASCII** can be imported and exported by most application programs without conversion, and requires no special software for display and printing. *ASCII text* is also called vanilla text.

ASCLA

See: **A**ssociation of **S**pecialized and **C**ooperative **L**ibrary **A**gencies.

ASI

See: **A**merican **S**ociety of **I**ndexers.

Asian/Pacific American Librarians Association (APALA)

Founded in 1980, **APALA** is an affiliate of the American Library Association with a membership consisting of of librarians and information specialists of Asian Pacific (APA) descent employed in the Unites States, and other interested persons. **APALA** provides a forum for the discussion of issues and ideas of interest to APA librarians, supports and encourages library services to APA communities, establishes scholarships for APA library school students, recruits and mentors APA library and information science professionals, and fosters cooperation with other organizations with similar interests. **APALA** publishes the quarterly *APALA Newsletter*. Click here to connect to the **APALA** homepage.

as issued

A term used in the antiquarian book trade to indicate the condition of an item that exists in the same unaltered form in which it was first published, as opposed to one that has been rebound, processed by a library, damaged, etc. Compare with doctored.

ASIST

See: **A**merican **S**ociety for **I**nformation **S**cience and **T**echnology.

AskERIC

Initiated in 1996 as a project of the ERIC Clearinghouse on Information & Technology, ***AskERIC*** is an e-mail-based reference and referral system that provides answers to questions, assistance, and referral services to K-12 educators via the

Internet. ***AskERIC*** also provides news of interest to educators and a growing virtual libary collection of full-text resources at its Web site, including lesson plans, *ERIC Digests* in full-text, completed ERIC searches on current topics in education, resource guides, answers to FAQs, and the archives of education-related electronic mailing lists. Click here to connect to the ***AskERIC*** homepage.

AskJake
A search engine designed to identify the bibliographic databases (aggregators) that contain full-text articles or provide indexing and abstracting for a given periodical title. The ***AskJake*** development site is currently hosted by Simon Fraser University Library. Click here connect to ***AskJake***. ***See also***: metadata.

Aslib
See: Association for Information Management.

as new
See: mint.

aspect
In Dewey Decimal Classification, an approach to a subject from a discipline other than the one in which the subject is classified, for example, the *economic* or *sociological* aspects of health care delivery.

assessment
Quantitative and qualitative measurement of the degree to which a library's collections, services, and programs meet the needs of its users, usually undertaken with the aim of improving performance. Assessment is accomplished by various methods, including direct observation, analysis of feedback obtained through interviews, user surveys, testing, etc. When conducted by the library, rather than an outside agency, the process is known as *self-assessment*. ***See also***: quality of service.

assigned indexing
See: assignment indexing.

assignment indexing
A method of indexing in which a human indexer selects one or more subject headings or descriptors from a list of controlled vocabulary to represent the subject(s) of a work. The indexing terms need not appear in the title or text of the document indexed. Synonymous with *assigned indexing*. Compare with derivative indexing.

association
The group of persons who have joined a formal organization devoted to pursuing a common interest or purpose, usually by paying an annual membership fee. Professional associations, such as the American Library Association, are dedicated to promoting the interests of a specific profession and its practitioners. The most comprehensive directory of such organizations is the *Encyclopedia of Associations* published by Gale Group, available in the reference section of most libraries in the United States. Click here to connect to an online directory of scholarly societies in

North America, maintained by the University of Waterloo Library. Abbreviated *ass.*, *assn.*, and *assoc.* ***See also***: library association and trade association.

association copy

A copy of a book, which has a special association with the author, with a person closely connected to the author or its content, with a well-known individual other than the author, or with a particular library or collection, as indicated by an autograph, bookplate, dedication, inscription, marginalia, special binding, or other physical characteristic.

Association des bibliothecaires francais (ABF)

Founded in 1906, L'**ABF** is the oldest and largest association of librarians in France, with approximately 3,500 members. L'**ABF** publishes the quarterly ***Bulletin d'informations***. Click here to connect to L'**ABF** homepage.

Association for Information Management (Aslib)

Founded in 1924, **Aslib** is a nonprofit organization with an international membership consisting of over 2,000 private and public companies and organizations in 70 countries, which have an interest in the efficient management of information resources. Divided into 14 special interest groups covering approximately 60 SIC areas, **Aslib** specializes in advising organizations, from small companies to large corporations and government agencies, on issues and problems related to information management. Click here to connect to the **Aslib** homepage.

Aslib publications:

Journal of Documentation (bimonthly)
Managing Information (10 issues per year)
Online and CD Notes (10 issues per year)
Performance Measurement and Metrics (3 issues per year)
Program: Electronic Library and Information Systems (quarterly)
Records Management Journal (3 issues per year)

Association for Information Management Professionals (ARMA)

A nonprofit international association serving over 10,000 information management professionals in the U.S., Canada, and over 30 other countries, including records managers, MIS and ADP professionals, imaging specialists, archivists, hospital and legal administrators, librarians, and educators, **ARMA** provides education, research, and networking opportunities enabling its members to maximize the value of records, information, and knowledge as corporate assets. Formerly known as the Association of Records Managers and Administrators, **ARMA** publishes the bimonthly *Information Management Journal* and the monthly newsletter *InfoPro Online*. Click here to connect to the **ARMA** homepage.

Association for Library and Information Science Education (ALISE)

Founded in 1915, **ALISE** is an affiliate of the American Library Association, dedicated to promoting excellence in research, teaching, and service in library and information science education. Its members are graduate schools offering degree

programs in library and information science, and their faculties. **ALISE** publishes the quarterly *Journal of Education for Library and Information Science (JELIS)*. Click here to connect to the **ALISE** homepage.

Association for Library Collections and Technical Services (ALCTS)
A division of the American Library Association since in 1957, **ALCTS** has a membership consisting of librarians and other persons interested in the acquisition, identification, cataloging, classification, reproduction, and preservation of library materials. Click here to connect to the **ALCTS** homepage.

ALCTS publications:

ALCTS Network News (AN2)
ALCTS Online Newsletter
Library Resources & Technical Services

Association for Library Service to Children (ALSC)
A division of the American Library Association since in 1900, **ALSC** has a membership consisting of librarians and persons interested in improving the quality of services for children in all types of libraries. **ALSC** publishes the journal *Children and Libraries*. Click here to connect to the **ALSC** homepage.

Association for Library Trustees and Advocates (ALTA)
A recently formed division of the American Library Association, **ALTA** has a membership consisting of library trustees and persons interested in promoting outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all. Click here to connect to the **ALTA** homepage. ***See also***: FOLUSA.

Association for Recorded Sound Collections (ARSC)
Founded in 1966, with headquarters in Annapolis, Maryland, **ARSC** has a membership consisting of persons in the broadcasting and recording industry, librarians, archivists, curators, private collectors, and institutions such as museums, national libraries, and foundations. **ARSC** publishes the semiannual *ARSC Journal* and the quarterly *ARSC Newsletter*. Click here to connect to the **ARSC** homepage.

Association of Academic Health Sciences Libraries (AAHSL)
Founded in 1977, **AAHSL** is an organization of the directors of medical libraries at over 140 accredited medical schools in the U.S. and Canada belonging to the Association of American Medical Colleges. Its goal is to promote excellence in academic health science libraries and assure that health practitioners acquire the information skills necessary for quality health care delivery, education, and research. Click here to connect to the **AAHSL** homepage.

Association of American Publishers (AAP)
The principal trade association of the book publishing industry in the United States, **AAP** was created in 1970 by the merger of the American Book Publishers Council (ABPC) and the American Educational Publishers Institute (AEPI). Directed by

standing committees, **AAP** is currently focused on a variety of core issues, such as intellectual property; new technology and telecommunications; First Amendment rights, censorship, and libel; international freedom to publish; funding for education and libraries; postal rates and regulations; and tax and trade policy. Click here to connect to the homepage of the **AAP**. ***See also***: Association of American University Presses.

Association of American University Presses (AAUP)

Established in 1937, **AAUP** is a trade association representing over 120 scholarly presses, large and small, associated for the most part with colleges and universities in the United States and Canada. Its members publish in a wide range of disciplines, including the arts and humanities, social sciences, and science and technology. Some also publish books of regional interest, others include fiction and poetry in their lists. Through its programs, **AAUP** seeks to further the interests of scholarly publishing by monitoring legislation affecting university presses, fund-raising for projects beneficial to scholarly publishers, and helping its members market their publications and train personnel effectively. Click here to connect to the **AAUP** homepage. ***See also***: Association of American Publishers.

Association of College and Research Libraries (ACRL)

A division of the American Library Association since 1889, **ACRL** has a membership of academic and research librarians committed to improving quality of service in academic libraries, promoting the career and professional development of academic and research librarians, and supporting the programs of academic and research libraries. Click here to connect to the **ACRL** homepage.

ACRL publications:

College & Research Libraries (C&RL)
College & Research Libraries News (C&RL News)

Association of Independent Information Professionals (AIIP)

Founded in 1987, **AIIP** is an organization of entrepreneurs owning professional firms that provide information-related services, including online and manual information retrieval and research, document delivery, database design, library support, consulting, writing, and publishing. Click here to connect to the **AIIP** homepage. ***See also***: information broker.

Association of Jewish Libraries (AJL)

Founded in 1965 with headquarters in New York City, **AJL** seeks to advance the interests of Jewish libraries and promote publications of Jewish bibliographical interest. **AJL** publishes the semiannual journal *Judaica Librarianship* and the quarterly *AJL Newsletter*. Click here to connect to the **AJL** homepage.

Association of Moving Image Archivists (AMIA)

A nonprofit professional association devoted to advancing the field of moving image archiving by encouraging cooperation among the individuals and organizations concerned with the collection, preservation, exhibition, and use of moving image

materials, **AMIA** publishes the quarterly *AMIA Newsletter*. Click here to connect to the **AMIA** homepage.

Association of Records Managers and Administrators (ARMA)
See: Association for Information Management Professionals.

Association of Research Libraries (ARL)
Founded in 1932, **ARL** is an organization of large research libraries dedicated to influencing major decisions affecting the future of research libraries and their ability to serve effectively the needs of students, faculty, and the research community, by articulating concerns, forming coalitions, suggesting policy, and supporting innovations and improvements in operations. An affiliate of the American Library Association, **ARL** provides access to proprietary databases, training and consultation in management and program development, directories, and statistics on its membership. Click here to connect to the **ARL** homepage.

Association of Specialized and Cooperative Library Agencies (ASCLA)
A division of the American Library Association representing state library agencies, specialized library agencies, independent libraries, and multi-type library cooperatives. **ASCLA** publishes the quarterly newsletter *Interface*. Click here to connect to the **ASCLA** homepage.

Association of Vision Science Librarians (AVSL)
An international association of information professionals employed at educational institutions, eye clinics and hospitals, and private companies whose library collections and services include the literature of vision, **AVSL** is a special interest group of both the Association of Schools and Colleges of Optometry and the Medical Library Association. The organization publishes standards and guideliness for vision science libraries, a union list of vision-related serials, and a core list audiovisual collection. Click here to connect to the **AVSL** homepage.

associative relation
A semantic relation in which two words or phrases are conceptually connected, sometimes within a specific context, but are not related hierarchically (*example*: "Library extension" and "Library outreach"). ***See also***: related term.

asterisk
A special character in the shape of a star (*****) produced on a standard keyboard by pressing the **Shift+8** keys. The asterisk is used as a reference mark in printing to indicate a footnote or other reference on the same page. A series of asterisks is sometimes used in text to indicate ellipsis, for example, to suggest an unprintable word (D***). In most bibliographic databases, the asterisk is used as the end truncation symbol in keywords searches.

astronomical map
A map of the planets, stars, galaxies, or other heavenly bodies, usually printed against a dark ground. Synonymous with *star map*.

asynchronous

Occurring at different times. In communications, a response that is delayed due to the nature of the transmission medium. The opposite of *synchronous*. ***See also***: real time.

asyndetic

Lacking cross-references. Compare with syndetic structure.

ATG

See: ***Against the Grain***.

athenaeum

The temple of Athena, goddess of knowledge and learning, where scholars and writers met in the city of Athens in ancient Greece to exchange ideas. In early 19th century New England, the name was applied to certain proprietary libraries, reading rooms, and buildings containing libraries. The Redwood Library & Athenaeum in Newport, Rhode Island is the oldest surviving library of this kind in the United States.

ATLA

See: **A**merican **T**heological **L**ibrary **A**ssociation.

atlas

A bound or boxed collection of maps, usually related in subject or theme, with an index of place names (gazetteer) usually printed at the end. The first bound collection of maps is known to have been issued in Europe in the mid-16th century. In most atlases, the maps are printed in uniform style and format, on a fairly consistent scale. An atlas may be issued as an independent publication or as accompanying material, with or without descriptive text, plates, charts, etc. Some have a special focus (*example*: ***The Times Atlas of World Exploration***), others are intended for a specific use (road atlases). In a library, large atlases may be stored in a specially designed atlas case. Click here to connect to the online ***National Atlas of the United States***, available at the U.S. Geological Survey Web site. ***See also***: historical atlas, thematic atlas, and world atlas.

atlas case

A free-standing piece of display furniture used mainly in libraries, usually about waist-high with a sloping top and a book stop along the front edge for displaying an open atlas. Most atlas cases are made of wood, with several deep, wide, closely-spaced shelves for storing oversize reference works. Some designs have sliding shelves to facilitate use. Compare with dictionary stand.

atlas folio

The largest widely used folio, usually about 16 x 25 inches in size, used mainly for large atlases. Compare with elephant folio.

attachment

A computer file of any type linked to an e-mail message in such a way that the two are transmitted together to the designated address. Nontext attachments, such as graphics and database files, may require special encoding and decoding software.

Particular care should be taken when opening attachments as they are sometimes used to transmit computer viruses.

attribute

In classification, one of the distinguishing characteristics of a class, identified as a means of differentiating it from other classes. As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), one of a set of characteristics enabling users of information to formulate queries and evaluate responses when searching for information about a specific entity. Attributes can be inherent in the entity (physical characteristics, labeling information, etc.) or imputed by an external agent (assigned identifiers, contextual information, etc.).

For example, the logical attributes of a creative work include its title, form, date of creation, intended audience, etc. As a general rule, a given instance of an entity exhibits a single value for each attribute, but multiple values are possible (*example*: a work published under more than one title) or a value may change over time (date of publication for a serial). Nor is it necessary for every instance of an entity to exhibit *all* its attributes--some may be appropriate to a specific subtype of the entity, for example, the attribute "coordinates" applicable only to cartographic materials.

attributed

A creative work ascribed to a known person or corporate body, usually on the basis of reliable supporting evidence. Degree of certainty concerning authorship depends on the strength of the existing evidence, for example, some scholars believe the plays and sonnets of William Shakespeare to be the work of another Elizabethan writer, but the available evidence is insufficient to resolve this dispute. When evidence of authorship is inconclusive, a work is said to be of unknown authorship.

attributed author

A person believed to have written or created a work published anonymously or which is of doubtful authorship (*example*: ***The Second Maiden's Tragedy*** attributed to the 17th century writer Thomas Middleton). Attribution is usually based on supporting evidence, but uncertainty may arise when the evidence is meager or conflicting (***The Two Noble Kinsmen*** ascribed to John Fletcher but sometimes erroneously attributed to William Shakespeare). In the library cataloging, attributed authorship is indicated in the note area of the bibliographic description. Synonymous with *supposed author*. Compare with suppositious author.

auction gallery

See: book auction.

audience

The people who actually read a literary work or attend an artistic performance or exhibition, not necessarily the same as the target audience for whom the work is intended by the author or creator, or by the publisher or producer.

audiobook

See: book-on-tape.

audiocassette

An audiotape permanently enclosed in a hard plastic case containing two take-up reels to which the ends of the tape are attached for playback and rewinding. Libraries that allow audiocassettes to circulate usually place them in a section reserved for sound recordings, arranged by composer, performer, genre, or some other means of classification. In *AACR2*, the term "sound cassette" is used in the physical description area of the bibliographic record representing an audiocassette, with "analog" given as type of recording. ***See also***: compact disc.

audiodisc

See: phonograph record.

audiorecording

A generic term for any medium on which sounds are recorded for mechanical or electronic playback, including phonograph records (vinyl), audiotape, and compact disc. Synonymous with sound recording.

audiotape

A continuous strip of thin magnetic tape on which sounds can be recorded as electrical signals, and converted back into sound with the proper playback equipment. The most common size in libraries is 1/4-inch wide, stored on audiocassette. Synonymous with *tape recording*. ***See also***: audiorecording.

audiovisual

A work in a medium that combines sound and visual images, for example, a motion picture or videorecording with a sound track, or a slide presentation synchronized with audiotape. Directory information for products and services provided by the audiovisual industry is available in ***AV Market Place*** (*AVMP*), published annually by R. R. Bowker. Also spelled *audio-visual*. Abbreviated *a-v*. ***See also***: media.

audit

An official examination of the accounts or records of an individual, company, organization, or institution to determine if they are correct. Also, to conduct such an examination, usually on a regular basis. ***See also***: security audit.

authentication

In online systems, the procedure for verifying the integrity of a transmitted message. Also, a security procedure designed to verify that the authorization code entered by a user to gain access to a network or system is valid. ***See also***: username, password, and PIN.

In archives, the process of verifying, usually through careful investigation and research, whether a document or its reproduction is what it appears or claims to be. Compare with certification.

authenticity

The quality in a thing of being what it is claimed to be (valid, real, genuine, etc.), verified in archives and special collections through an investigative process known as

authentication, essential in appraising the value of an item. ***See also*** forgery.

author

The person responsible for producing a written work (essay, monograph, novel, play, poem, screenplay, short story, etc.), whose name is printed on the title page of a book, or given elsewhere in or on a manuscript or other item, and in whose name the work is copyrighted. A work may have two or more joint authors. In library cataloging, the term is used in its broadest sense to include editor, compiler, composer, creator, etc. Compare with personal author and corporate author. ***See also***: authorship, attributed author, and suppositious author.

author abstract

A brief summary, called an abstract, written by the person responsible for creating the work summarized, as opposed to one written by someone other than the author, usually a professional *abstractor* or indexer.

author affiliation

The name of the organization with which the author of a publication is formally connected, usually given in books on the back flap of the dust jacket or on the title page, and in journal articles in a note at the foot of the first page, sometimes with the writer's position title and contact information.

author bibliography

A bibliography of works written by or about a specific author, which can vary in detail and extent from an unannotated list of selected titles to a comprehensive, in-depth descriptive bibliography.

author entry

The entry in a catalog, index, or bibliography under the authorized heading for the first-named author of a work, whether it be a person or corporate body. In most library catalogs, the author entry is the main entry.

author index

An alphabetically arranged index in which the headings are the names of the individuals and corporate bodies responsible for creating the works indexed. Author entries may be combined with the subject index or title index, rather than listed separately. Compare with name index.

author interview

A conversation in which a writer is questioned about his/her life and work by an *interviewer* who intends to publish the results verbatim in a book or periodical, or incorporate them into a radio or television broadcast, in their entirety or excerpted. Also refers to the article or program based on such an interview.

authoritative

A source that is official. Also, a work known to be reliable because its authority or authenticity has been widely recognized by experts in the field.

authority

The knowledge and experience qualifying a person to write or speak as an expert on a given subject. In the academic community, authority is based on credentials, previously published works on the subject, institutional affiliation, awards, imprint, reviews, patterns of citation, etc.

authority control
The procedures by which consistency of form is maintained in the headings (names, uniform titles, series titles, and subjects) used in a library catalog or file of bibliographic records, through the application of an authoritative list called an authority file to new items as they are added to the collection. Authority control is available from commercial service providers.

authority file
A list of the authoritative forms of the headings used in a library catalog or file of bibliographic records, maintained to ensure that the headings are applied consistently as new items are added to the collection. Separate authority files are usually maintained for names, uniform titles, series titles, and subjects. All the references made to and from a given heading are also included in the authority file. ***See also***: authority control.

authority record
A printed or machine-readable record of the decision made concerning the authoritative form of a name (personal or corporate), uniform title, series title, or subject used as a heading in a library catalog or file of bibliographic records, listed in an authority file governing the application of headings to new items as they are added to the library collection. An authority record may also contain *See from* and *See also from* records, as well as notes concerning the application of the authorized form. Click here to connect to *Library of Congress Authorities*, a searchable database of authority headings.

authority work
The process of deciding which form of a name, title, series title, or subject will be used as the authorized heading in a library catalog or file of bibliographic records, including the establishment of appropriate references to the heading, and its relationship to other headings in the authority file.

> *Example*: **Shaw Bernard**, with references from **Shaw G. B.** and **Shaw George Bernard**.

authorization
In computing, a username, password, PIN, or other access code issued to a person who is allowed access to a specific electronic resource, application program, network, or other computer system, which the user must enter correctly in order to log on. Authorization codes are usually subject to periodic renewal. A single authentication may have multiple authorizations.

authorized biography
A biography written with the explicit consent and sometimes the cooperation of its

subject, or the subject's family if the *biographee* is deceased. Authorized biographies are more likely to be scrutinized by reviewers for bias because the *biographer* may have been expected to overlook or downplay embarrassing events or unflattering qualities in exchange for access to first-hand information and confidential sources. Compare with unauthorized biography.

authorized edition

An edition issued with the explicit sanction of the author or holder of rights in the work or, in the case of a biography, by the person who is its subject or the subject's family if the *biographee* is deceased. The opposite of unauthorized edition. Compare with definitive edition.

author mark

Letters, numerals, or other symbols representing the last name of an author, added by the cataloger to the call number to distinguish an item from others of the same classification (*example*: the Cutter-Sanborn number **D548** to identify works by Charles Dickens). When a work mark is added to the author mark, the result is known as the book number (**D548d** for *David Copperfield*). Synonymous with *author number*.

author portrait

A plate in a book, bearing a full-page image of the author, usually a photograph or a reproduction of a painting, drawing, or engraving, printed on the verso of the leaf preceding the title page. Common in books published in the 19th and early 20th centuries, most show just the head and shoulders, with the author's name and source of portrait given in a caption. In medieval manuscripts, the authors of the gospels were sometimes depicted in a drawing or miniature accompanying the text of their work. In modern book production, a small portrait photograph of the author is usually printed on the back flap of the dust jacket in hardcover editions.

author's advance

An amount paid by the publisher to the author of a work before the completed manuscript is submitted for publication, established by contractual agreement between the two parties, usually refundable if the work is not completed. Synonymous with *advance on royalty*. ***See also***: royalties.

author's contract

See: publishers' agreement.

author's copy

One of six or more complimentary copies of a published work normally provided to the author free-of-charge by the publisher at the time of first publication. Faculty members sometimes donate complimentary copies of their works to the academic library at the college or university with which they are affiliated.

author's edition

An edition of all the unpublished and previously published works of an author, issued in one or more uniform volumes, usually bearing a collective title or some other

indication on the title page that all known works are included. Synonymous with *complete works* and *uniform edition*. Compare with collected edition. ***See also***: definitive edition.

Also refers to an edition published with the author's consent (authorized edition).

author's editor

An editor familiar with the publishing industry, employed by a university or research institution to assist faculty and researchers in preparing their work for publication, and to help them negotiate the intricacies of the publishing process, as distinct from an editor employed by a publishing company to help prepare a manuscript for printing once it has been accepted for publication.

authorship

The origin of a manuscript, book, or other written work, with reference to its author(s). In a more general sense, the source of an idea or creative work in any form, with reference to its creator or originator, for example, the composer of a musical work. When authorship of an anonymous work cannot be determined with reasonable certainty, it is said to be of unknown authorship. ***See also***: diffuse authorship, doubtful authorship, mixed responsibility, shared responsibility, and spurious work.

author tour

A tightly-scheduled trip, usually arranged by the publisher of a new trade book, in which the author (or a well-known illustrator) agrees to help promote sales by participating in book signings, author interviews, book talks, etc., usually at trade bookstores and through the mass media. Travel expenses are paid by the publisher, but the writer is usually not compensated for his or her time. Author tours are announced in the trade journal *Publishers Weekly*.

authorware

See: courseware.

autobiography

An account of a person's life written by its subject, usually in the form of a continuous narrative of events considered by the author to be the most important or interesting, selected from those he or she is willing to reveal. The first fully-developed autobiography, the ***Confessions*** of St. Augustine, was written in the 4th century A.D. Some autobiographies are largely fictional (*example*: ***Confessions*** of Jean-Jacques Rousseau). Contemporary autobiographies of famous people are often written with the assistance of a ghost writer. An autobiography differs from a diary or journal in being written for others, rather than for purely private reasons. Compare with biography.

autograph

A manuscript written entirely in the author's own handwriting. Also refers to a person's own signature. Compare with holograph. ***See also***: autographed copy and autographed edition.

autographed copy

A copy of a book or other published work signed by the author. Autographed copies may be of considerable value to collectors if the author is very well-known and signed copies rare. Compare with inscribed copy.

autographed edition

An edition of a work in which all the copies are personally signed by the author, possible only in relatively small editions.

automated checkout

Some computerized circulation systems allow patrons to check out materials on their own, without the assistance of library staff, usually by means of barcodes on the item and on the patron's library card. Automated checkout is part of a trend toward self-service in library operations.

automatic indexing

A method of computerized indexing in which an algorithm is used to extract words or phrases representing subjects from the title and/or text of a work, for use as headings under which entries are made in an index. Compare with machine-aided indexing. ***See also***: derivative indexing.

autonym

A person's own name. Also refers to a work published under the real name of its author, rather than under a pseudonym or allonym.

auxiliary schedule

In library classification, a separate list of classes (with their notations) which serve only to subdivide the classes listed in the main schedules, for example, the standard subdivisions listed in Table 1 of Dewey Decimal Classification.

available

An indication in an online catalog of the circulation status of an item that can be found on the shelf ready to be checked out. In a more general sense, any item that can be seen, used, or obtained by a library patron, including reference materials and items in special collections for which access may be subject to certain restrictions. Compare with out of circulation.

average price

The sum of the prices of individual items within a specific category (or a representative sample), divided by the number of items selected for the purpose of calculation. In library acquisitions, average price per title is used to compute the annual rate of inflation in the cost of various types of materials, an important consideration in budgeting and the allocation of funds. The average price of books and serials sold in the United States is broken down by subject in the ***Bowker Annual Library and Book Trade Almanac***, available in the reference section of larger libraries. ***See also***: price and list price.

AVSL

See: Association of Vision Science Librarians.

axonometric map

A very detailed, large-scale map of a city, in which the buildings and other structures are shown in perspective, usually on an incline.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

B

back

The sewn or binding edge of the gathered sections of a book, to which the lining is applied. The back may be flat, but more often it is given a convex curve in a binding procedure called rounding. A flexible or hollow back is preferable because it allows a volume to open flat. Compare with backstrip and spine. ***See also***: tight back.

backbone

In telecommunication, the portion of a physical network that covers the longest distance and handles the heaviest traffic. To operate at the highest possible transmission speed, it must be constructed of cable that provides maximum bandwidth. On the Internet, regional networks are connected to the fiber-optic backbone, smaller networks are connected to regional networks, and so on down the line.

Synonymous in bookbinding with spine.

backdate

To make a document or transaction effective from a date earlier than its actual date, for example, a book order given a prior date with the publisher's permission, to allow the purchaser to qualify for an expired discount.

back file

All the issues of a periodical which precede the current issue, usually bound in annual volumes or converted to microfilm or microfiche to conserve space. In the catalog record, the extent of the back file is indicated in the holdings note. ***See also***: holdings.

back fold

The fold along which a signature is gathered to form the binding edge of a book, left uncut in sewn bindings but trimmed in perfect binding to allow the adhesive to bond more securely.

backing

In bookbinding, the process of shaping a shoulder on each side of the binding edge of the text block after rounding, before lining is applied to the back. In hand-binding, a backing hammer is used to bend the backs of the sewn sections from the center of the

text block toward the front and back, forming two ridges against which the boards of the cover will fit. By folding the leaves over each other close to the binding edge, backing also helps maintain the rounded shape of the spine, preventing the leaves from working their way forward as the volume is used. The process also enhances the openability of a volume by creating a slight crease in each leaf near the spine. In edition binding and library binding, backing is done by machine.

Also, a conservation treatment in which an additional layer is applied to an item to provide support, usually on the reverse side of a weakened paper sheet. Also refers to the material added in this type of reinforcement.

back issue
Any issue of a periodical that precedes the current issue. Back issues are usually retained in a back file which may be stored in a different location in the periodicals section of a library, sometimes converted to a more compact format, such as microfilm or microfiche. In the catalog record, the extent of the back file is indicated in the holdings note. Synonymous with *back number*.

back-lining
See: lining.

backlist
All the publications on a publisher's active list which are no longer new, having been published prior to the current season. Kept in stock to meet future demand, backlist titles are often the most profitable part of a publisher's list. Also spelled *back-list*. Compare with frontlist. ***See also***: in print, out of stock, and out of print.

backlog
An accumulation of work that remains to be done, often the cause of delays and bottlenecks in workflow. A *cataloging backlog* may result when staffing is insufficient to meet the demands of acquisitions, for example, when a substantial gift is received within a short period of time. Synonymous in this sense with arrears.

back matter
The pages following the text at the end of a book, on which the appendices, notes, bibliographies, list of contributors, indices, imprint, and any advertising normally appear. In scholarly works, the back matter may be considerable. Back matter is paginated in arabic numerals continuously with the text. Blank leaves may be included at the end to make up a full section. Synonymous with *end matter*, *postliminary matter*, and *subsidiaries*. Compare with front matter. ***See also***: parts of a book.

back number
See: back issue.

back order (BO)
An order for library materials that could not be filled when originally placed because at least one of the items requested was not in stock or as yet unpublished. Back orders are held open for future delivery, usually for a designated period of time, after which

they are canceled. Synonymous in the U.K. with *dues*. ***See also***: reorder and short shipment.

backslanted

A typeface or handwriting that inclines to the left of center.

backslash

A character consisting of a straight line slanting diagonally from upper left to lower right, used mainly in computer programming notation and to separate directory and file names in DOS and Windows (*example*: **c:\bib\bib.txt** referring to the **bib.txt** file in the **bib** folder stored on the **c:** disk drive). Also spelled *back slash*. Synonymous with *reverse solidus*. Compare with slash.

backstrip

In bookbinding, the central portion of the covering material, extending from the front joint to the back joint over the inlay separating the boards, stamped with the title and author's name in most editions. Sometimes used synonymously with spine. Compare with back. ***See also***: lining.

backup

In data processing, to make a second copy of an important data file in case the original is lost, damaged, or destroyed. Also refers to computer files, equipment, and procedures created and maintained specifically for use in the event of loss or failure of normal systems. In a more general sense, any strategy designed to be implemented if a preferred method or system fails.

Also, to print the reverse side of a sheet that has already been printed on one side. Also spelled *back up*.

Baker & Taylor

A jobber in the business of supplying books, videocassettes, and music materials to retailers and libraries, usually at a discount, and of providing value-added and customized services to meet the needs of libraries of all types. **B&T** products and services are listed and described in its trade catalogs. Click here to connect to the **B&T** homepage.

balance

In budgeting, to keep expenditures in line with income, usually for the duration of a fixed accounting period. In printing and Web page design, to arrange text and graphics on a page in a configuration that is aesthetically pleasing.

balanced

A library collection containing materials that present the full range of opinion on controversial issues and sensitive topics, for example, the "for" and "against" positions on legalized abortion, or religious books representing various faiths. Although it is an elusive goal, balance is particularly important in developing public library collections which must meet the information needs and reflect the reading tastes of a wide range of patrons.

ballad

Originally, an orally transmitted narrative song composed in an impersonal style for public performance, often sung to a traditional tune that served as a musical accompaniment to a dance. Most ballads tell a popular story of tragic romance or personal catastrophe in short stanzas with a refrain, usually in the form of a dialogue with action. Repetition over an extended period of time tends to produce variants. Synonymous in this sense with *folk ballad*. ***See also***: saga.

Beginning in 16th century Britain, broadside ballads about contemporary issues and events were printed on a single sheet of paper and sold in the streets to be sung to well-known popular tunes. In the late 18th century, a new literary form developed in which long narrative poems were written in deliberate imitation of earlier popular ballads (*example*: Coleridge's ***Rime of the Ancient Mariner***).

balloon

In cartoons, comic books, and graphic novels, a space encircled by a line drawn from the mouth of one of the characters, containing dialogue or the character's unspoken thoughts.

bands

In older hand-bound books, the sections were sewn to cords of flax or hemp, spaced at regular intervals across the binding edge, producing a series of parallel ridges in the material covering the spine, unless sunk by the binder into grooves sawn across the back (the term refers to both the cords and the ridges). Bands replaced the leather thongs originally used to bind books in codex form. In modern bookbinding, bands have been replaced by tapes in quality bindings, or omitted entirely in most hardcover trade editions. ***See also***: raised bands.

bandwidth

The maximum carrying capacity of a line in an electronic communications network. For digital devices, bandwidth is measured measured in bits or bytes per second; for analog devices, in Hertz (cycles per second). Bandwidth determines the amount of data that can be transmitted in a fixed amount of time. During periods of peak use, it may also determine speed of transmission, particularly for large data files (graphics, audio, video, etc.). On the Internet, the fiber-optic backbone has greatest bandwidth. ***See also***: T1 and T3.

In broadcasting, the width of the band of frequencies or wave-lengths assigned (usually by licensing agreement) to a radio or television station for its exclusive use.

banned book

A book, the publication and/or sale of which has been prohibited or suppressed by ecclesiastical or secular authority because its content is considered objectionable or dangerous, usually for political reasons (*example*: ***The Grapes of Wrath***) or social reasons (***Leaves of Grass***). Banned Books Week has been celebrated annually in the United States since 1981. Lists of banned books are available in the reference section of most large libraries. Compare with expurgated edition. Click here to connect to the *Banned Books Online* Web site. ***See also***: censorship, challenge, intellectual freedom,

and *Index Librorum Prohibitorum*.

Banned Books Week

An annual event observed in the United States since 1981 during the last week of September, **Banned Books Week** is sponsored by the American Booksellers Association, American Booksellers Foundation for Free Expression, American Library Association, Association of American Publishers, American Society of Journalists and Authors, and National Association of College Stores, and endorsed by the Center for the Book at the Library of Congress. Libraries and bookstores throughout the country celebrate the freedom to read by displaying recently banned books and books that have been banned throughout history. Click here to connect to **Banned Books Week** on the ALA homepage.

banner

A narrow band of graphic promotional material displayed on a Web site that has leased or sold space on its page(s) to a commercial advertiser. Also, a narrow strip logo across the top or bottom of a Web page, identifying the host organization or suggesting the content of the site.

Also refers to a newspaper headline of one or two lines, large enough to extend across an entire page or most of a page. Compare with skyline.

barcode

A printed label containing machine-readable data encoded in vertical lines of equal length but variable thickness, which can be read into an attached computer by an optical scanner. In libraries barcodes are used to identify books and other materials for circulation and inventory, and to link the borrower's library card to the appropriate patron record in automated circulation systems. Also spelled *bar code*. ***See also***: automated checkout.

bar graph

See: histogram.

base line

In typography, the imaginary horizontal line connecting the bottoms of lowercase letters lacking descenders, used to measure the intervals between lines of type. The line connecting the tops of letters lacking ascenders is called the mean line. Also spelled *baseline*.

base map

A topographic map, usually on a scale of 1:10,000 to 1:50,000, used as the basis for other maps. In the United States, the base map is the 1:24,000 7.5-minute topographic quadrangle published in series by the U.S. Geological Survey, popularly known as the *quad*. Synonymous with *mother map*.

base number

A class number in the Dewey Decimal Classification schedules to which other numerals are appended (*example*: **020** representing the library and information

sciences) to which a decimal fraction can be added to indicate a subclass (**.5** for an item that is a periodical). Compare with base of notation. ***See also***: add note.

base of notation

The set of characters or symbols used in the notation of a given classification system. In Dewey Decimal Classification, the arabic numerals **0-9** are used (decimal notation). In Library of Congress Classification, the letters of the English alphabet are used (alphabetic notation), minus the letters **O** and **I** which are easily mistaken for the numerals zero and one. As a general rule, the shorter the base, the longer the notation representing a given class is likely to be. Compare with base number.

bastard title

See: half title.

batch processing

A group of records accumulated so that they can be processed together, rather than one-by-one, used mainly in automated cataloging and interlibrary loan to increase efficiency and reduce costs. Synonymous with *batchload processing*.

bathymetric map

A topographic map showing the depth and features of the sea floor, including coastal zones (bays and estuaries), usually by means of contour lines called *isobaths*.

battledore

A type of school primer used in the late 18th century, made of folded paper varnished on the inside, resembling a horn book when opened, but sometimes lacking a handle.

baud

Originally, a unit of telegraph signaling speed (one Morse code dot per second) proposed in 1927 at the International Telegraph Conference and named after the French engineer Jean-Maurice-Emile Baudot (1845-1903) who designed the first teleprinter.

In telecommunications, a unit of measurement indicating the number of *signaling elements* (changes of voltage or frequency) transmitted per second over a communication channel, at slower speeds synonymous with *bits per second (bps)*. At higher speeds, more than one bit may be encoded per second, for example, a speed of 4,800 baud may transmit 9,600 bits per second. For this reason, *bps* has replaced the term *baud* as a measure of data transmission speed. The *baud rate* of a modem is one of the factors determining the speed of an Internet connection in dial-up access. Pronounced *bawd*. Plural: *baud*.

BBC

See: **B**ritish **B**roadcasting **C**orporation.

BBS

See: **b**ulletin **b**oard **s**ystem.

BCALA

See: Black Caucus of the American Library Association.

BEA

See: BookExpo America.

beast epic

A series of stories popular during the Middle Ages in which the characters are animals with human qualities, usually written in the form of an allegory satirizing the Catholic Church, the royal court, or some other powerful person, group, or institution (*example*: Pierre de Saint-Cloud's 12th century ***Roman de Renart***). A more recent example is George Orwell's ***Animal Farm*** (1945), written in the same tradition. Compare with bestiary.

beginning reader

A heavily illustrated work of fiction or nonfiction designed specifically for young children learning to read, in which the text is brief, the vocabulary and grammar simplified, and the type size large, shelved in the juvenile collection in public libraries (*example*: ***Harry and the Lady Next Door*** by Gene Zion).

belles lettres

A French phrase meaning "beautiful letters," referring to polite, refined literature (poetry, essays, drama, orations, letters, literary criticism, etc.) and to the aesthetics of literary studies.

benchmark

A term borrowed from surveying to indicate the superior quality of a product or service recognized as a standard or point of reference in comparisons made by other producers or providers intent on improving their performance. In computing, a measure of the performance of a hardware or software component. Also spelled *bench mark*.

benefits

Compensation to which an employee is entitled in addition to salary or wages, such as health and dental insurance, pension or retirement contributions, free tuition, etc., usually specified in the contract or collective bargaining agreement governing terms of employment. Persons employed part-time are usually not entitled to full benefits. Synonymous with *fringes*. Compare with perk.

Berne Convention

An international copyright agreement creating an *International Union for the Protection of Literary and Artistic Works* signed in Berne, Switzerland in 1886, ratified in 1887 by several European countries and their colonies, and revised periodically. By 1974, there were 64 signatories. The United States joined in 1988. To receive copyright protection under the ***Berne Convention***, first publication of a work must occur in a member country. Works published in nonsignatory nations receive protection if published simultaneously in a signatory nation. Protection is for the author's lifetime plus fifty years. ***See also***: *Universal Copyright Convention*.

Berners-Lee, Tim

The inventor of the World Wide Web, Tim Berners-Lee graduated from Oxford University in physics and worked in the telecommunications industry in England before he was granted a fellowship in 1984 at CERN, a high-energy physics lab in Geneva. In 1989, he proposed that CERN fund the development of a hypertext data system and spent the next five years facilitating the design of what quickly became a global electronic communications system. In 1994, Berners-Lee moved to the Laboratory for Computer Science at MIT where he continued to develop Web tools and standards. Although Berners-Lee has received awards for his work, he elected *not* to copyright or profit from his invention because he wanted the Web to remain widely accessible. He has been quoted as saying, "....you can have an idea...and it can happen. It means that dreamers all over the world should take note and not stop."

best books

A selection of recently published books considered by reviewers to be superior in the field or the type of publication they represent. Most library review publications publish annual lists of highly recommended titles in the various categories reviewed (reference, fiction, nonfiction, young adult, children's books, etc.). Recommended lists are also published in book form (*example*: ***Best Books for Beginning Readers*** by Thomas G. Gunning) for use in collection development. Compare with bestseller.

bestiary

A type of literature popular during the Middle Ages, containing myths and folklore about exotic animals, real or imaginary, in which text and illustrations were employed to teach both natural history and Christian morals through the use of allegory. Compare with beast epic.

best practice

In the application of theory to real-life situations, any procedure which, when properly applied, consistently yields superior results, and is therefore used as a reference point in evaluating the effectiveness of alternative methods of accomplishing the same task.

bestseller

A highly publicized trade book currently in such high demand in bookstores and libraries that large numbers of copies are sold and circulated. Major newspapers and review publications often publish ranked lists of bestsellers in adult fiction and nonfiction (and sometimes in children's literature) based on sales volume over a given period of time (*example*: *The New York Times Best-Seller Lists*). The *Bowker Annual Library and Book Trade Almanac* usually includes an essay analyzing the previous year's bestsellers. Click here to connect to the *Yahoo!* list of online bestseller lists. Also spelled *best-seller*. Compare with classic.

best-seller

See: bestseller.

Beta Phi Mu

Founded at the University of Illinois in 1948, **Beta Phi Mu** is an international library

and information science honor society established to recognize outstanding scholarship and to sponsor professional and scholarly projects in librarianship. Membership is open to graduates of ALA-accredited library schools who have completed the requirements leading to a fifth year or advanced degree (M.L.S. or M.L.I.S.) with a scholastic average of at least 3.75 and in the top 25 percent of their class. An affiliate of the American Library Association, **Beta Phi Mu** publishes a semiannual national newsletter. Click here to connect to the **Beta Phi Mu** homepage.

beta test
A full-scale test of a new software or hardware system involving actual users under normal operating conditions in the field, usually preceded by alpha testing in a laboratory environment.

beveled boards
A technique used in hand-binding in which the upper surface of the edges of heavy boards are cut at a sloping angle, instead of the usual 90-degrees, to give the cover a more elegant appearance or in conscious imitation of an earlier style. Also spelled *bevelled boards*. ***See also***: beveled edge.

beveled edge
Any edge tapered at less than a 90-degree angle to make the transition from upper to lower surface more gradual than in a right-angle cut. Beveled boards are sometimes used in hand bookbinding. The edges of mats used in framing are normally beveled at a 60-degree angle.

BI
See: **b**ibliographic **i**nstruction

biannual
Issued twice each year. Also refers to a publication issued twice a year.

bias
Judgment unfairly influenced by subjective opinion when the situation calls for reliance on objective fact. Bias exists even in reference books (compare the entries for "Holocaust" and "Inquisition" in the ***Encyclopedia Judaica***, ***Encyclopedia of Religion***, and ***New Catholic Encyclopedia***). In publicly supported libraries in the United States, bias in employment practices is prohibited by law. ***See also***: affirmative action.

bibelot
A French term for a small decorative object of exceptional beauty, rarity, or curiosity. In literature, a book of unusually small size, elegantly designed, and crafted from the finest materials. Also known as a *thumb book*.

bible paper
A strong, thin, opaque printing paper made from new cotton or linen rags, or from flax fiber, used to reduce the bulk of large volumes such as dictionaries, encyclopedias, bibles, and prayer books that would otherwise be too thick to be easily

handled. Sometimes used synonymously with *India paper*.

Bible style
A general term for any flexible leather binding that has rounded corners, especially one of dark color.

Biblia Pauperum
Latin for "Bible of the Poor," a block book issued in large numbers beginning in about 1450, consisting mainly of pictures with explanatory text in Latin or German providing lessons from the Scriptures. According to Jean Peters (***The Bookman's Glossary***, Bowker: 1975), this form of book was not superseded by the invention of movable type, but continued to be produced into the early part of the 16th century. Extremely rare, fewer than two dozen examples are known to survive.

biblio-
From the Greek word *biblion* meaning "book," used in combination to form a host of terms pertaining to books and libraries (bibliography, bibliomania, bibliophile, bibliophobia, bibliotherapy, etc.). In interactions with patrons, most public services librarians avoid the "B-words" because the general public is not familiar with the technical terminology of librarianship.

bibliocaper
A term coined by George Eberhart (***The Whole Library Handbook***, ALA: 2000) to refer to an odd or wacky event, harebrained prank, or bizarre petty crime involving libraries, librarians, library patrons, or books.

biblioclast
A person who destroys or mutilates books, for one reason or another. Fortunately for bibliophiles, this form of aberrant behavior occurs infrequently.

bibliogony
Of or relating to the production of books in all their forms. Synonymous with *bibliogenesis*.

bibliographee
A person concerning whom a bibliography is compiled, as in a list of references at the end of a biographical essay or book-length biography. ***See also***: biobibliography.

bibliographer
A person who describes and lists books and other publications, with particular attention to such characteristics as authorship, publication date, edition, typography, etc. The result of this endeavor is a bibliography. A person who limits such efforts to a specific field or discipline is a *subject bibliographer*. ***See also***: Bibliographical Society of America.

Bibliographical Society of America (BSA)
Organized in 1904, the **BSA** promotes bibliographical research and issues publications on bibliographical topics. Membership is open to all who have an interest in bibliographical problems and projects, including libraries and librarians.

The **BSA** publishes the quarterly journal *Papers of the Bibliographical Society of America*. Click here to connect to the **BSA** homepage

bibliographic control
A broad term encompassing all the activities involved in creating, organizing, managing, and maintaining the file of bibliographic records representing the items held in a library or archival collection, or the sources listed in an index or database, to facilitate access to the information contained in them. Bibliographic control includes the standardization of bibliographic description and subject access by means of uniform catalog code, classification systems, and preferred headings; the creation and maintenance of catalogs, union lists, and finding aids; and the provision of physical access to the items in the collection. ***See also***: authority control.

bibliographic database
A computer file consisting of electronic entries called records, each containing a uniform description of a specific document or bibliographic item, usually retrievable by author, title, subject heading (descriptor), or keyword(s). Some bibliographic databases are general in scope and coverage, others provide access to the literature of a specific discipline or group of disciplines. An increasing number provide the full-text of at least a portion of the sources indexed. Most bibliographic databases are proprietary, available by licensing agreement from vendors, or directly from the indexing and abstracting services that create them.

bibliographic description
In a general sense, all the elements of data necessary to conclusively identify a specific document, presented in some form of record.

In library cataloging, the detailed description of a copy of a specific edition of a work, intended to identify and distinguish it from other works by the same author, of the same title, or on the same subject. In *AACR2*, the bibliographic record representing an item in the catalog includes the following standard areas of description: title and statement of responsibility (author, editor, composer, etc.), edition, material specific details, details of publication and distribution, physical description, series, notes, and standard number and terms of availability (ISBN, ISSN, price). ***See also***: chief source of information and level of description.

bibliographic essay
A critical essay in which the bibliographer identifies and evaluates the core literature of a subdiscipline or field of study, providing guidance to students, researchers, and collection development librarians (*example*: the bibliographic essay published at the beginning of each issue of the review journal *CHOICE*). Compare with literature review.

bibliographic format
The standardized sequence and manner of presentation of the data elements constituting the full description of an item in a specific cataloging or indexing system. The machine-readable MARC record format has become the standard for library catalogs in many countries of the world.

bibliographic instruction (BI)

Instructional programs designed to teach library users how to locate the information they need quickly and effectively. **BI** usually covers the library's system of organizing materials, the structure of the literature of the field, research methodologies appropriate to the discipline, and specific resources and finding tools (catalogs, indexing and abstracting services, bibliographic databases, etc.).

In academic libraries, bibliographic instruction is usually course-related or course-integrated. Libraries which have a computer-equipped instruction lab are in a position to include hands-on practice in the use of online catalogs, electronic databases, and Internet resources. Instruction sessions are usually taught by an *instructional services librarian* with specialized training and experience in pedagogical methods. Synonymous with *library instruction* and *library orientation*. Compare with user education. ***See also***: lifelong learning, one-shot, LIRT, and LOEX.

bibliographic item

In *AACR2*, a document or set of documents in any physical format (print or nonprint), given a single bibliographic description in library cataloging based on the fact of having been published, issued, released, or otherwise treated as a single entity.

As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), a single concrete exemplar of a manifestation of an expression of an intellectual or artistic work, in most cases a single physical object, such as a copy of an edition of a single-volume monograph. All the items constituting a manifestation normally contain the same intellectual/artistic content and are identical in physical form, but variations can occur subsequent to production, as in the case of a monograph rebound by a library. In some cases an item consists of more than one physical object, for example, a videorecording released on more than one cassette or a multivolume set of reference books. ***See also***: bibliographic record.

bibliographic record

An entry representing a specific item in a library catalog or bibliographic database, containing all the data elements necessary for a full description, presented in a specific bibliographic format. In modern cataloging, the standard format is machine-readable (*example*: the MARC record), but prior to the use of computers, the traditional format was the catalog card. Compare with catalog record, check-in record, item record, and order record. ***See also***: brief record, full record, encoding level, and record structure.

bibliographic retrieval

The process in which a user queries a library catalog or bibliographic database, usually by author, title, subject heading (descriptor), or keyword(s), and receives a list of records representing items that satisfy the parameters of the search. Most commercial databases allow the searcher to use techniques such as Boolean logic, truncation, and proximity to refine search statements. ***See also***: precision, recall, and search strategy.

bibliographic service center

A regional broker in the business of handling access, communication, training, billing, and other services for libraries located within a given geographic area which are connected to an online bibliographic network, for example, Nelinet which provides access to and support for OCLC and a variety of bibliographic databases to libraries in the northeastern U.S. Compare with bibliographic utility.

bibliographic utility

An organization that provides access to and support for machine-readable bibliographic databases directly to member libraries or through a network of regional bibliographic service centers, usually via a proprietary interface. The largest bibliographic utility in the United States is OCLC.

bibliography

Strictly speaking, a systematic list or enumeration of written works by a specific author or on a given subject, or which share one or more common characteristics (language, form, period, place of publication, etc.). When a bibliography is about a person, the subject is called the bibliographee. A bibliography may be comprehensive or selective. Long bibliographies may be published serially or in book form. The person responsible for compiling a bibliography is the bibliographer. Bibliographies are indexed by subject in ***Bibliographic Index: A Cumulative Bibliography of Bibliographies*** published by H. W. Wilson. Compare with catalog. ***See also***: discography, filmography, and Bibliographical Society of America.

In the context of scholarly publication, a list of references to sources cited in the text of an article or book, or suggested by the author for further reading, usually given at the end of the work. Style manuals describing citation format for the various disciplines (APA, MLA, etc.) are available in the reference section of most academic libraries and online via the World Wide Web.

Also refers to the art and practice of describing books, with particular reference to their authorship, publication, physical form, and literary content. ***See also***: analytical bibliography, annotated bibliography, biobibliography, current bibliography, national bibliography, period bibliography, retrospective bibliography, and selective bibliography,

biblioholism

An addiction to books and book collecting, a lesser affliction than bibliomania, but more intense than bibliophily. A term coined by Tom Raabe which appears in the title of his book ***Biblioholism: The Literary Addiction*** (Fulcrum Pub., 1991). Raabe provides a 25-point quiz for self-diagnosis. Compare with bibliolatry.

biblioklept

A thief who steals books. A *bibliokleptomaniac* is a person suffering from a compulsion to steal books. When library collections are targeted, biblioklepts are considered problem patrons. ***See also***: bibliomania.

bibliolatry

Excessive reverence for books, carried to the point of emotional dependence on them. A person who is an habitual bookworm may be at risk of becoming a *bibliolater*. Compare with bibliophile and biblioholism.

Also refers to excessive devotion to a literal interpretation of the *Bible*.

bibliology

The historical and scientific study and description of books as physical objects, from their origins in human society to the present, including knowledge of the processes and materials (booklore) involved in making them. Compare with codicology.

bibliomancy

The art of divination through the use of books or verses of the *Bible* or some other sacred text. Also, the practice of opening the *Bible*, or a book of verses or aphorisms such as the *I Ching*, without previously marking the page, to discover meaning or significance in the passage found.

bibliomania

An obsession or mania for collecting and possessing books, especially rare books and editions. In the ***International Encyclopedia of Information and Library Science*** (Routledge: 1997), the origin of the term is attributed to Thomas Frognall Dibdin (1776-1845), a writer and bibliographer who helped establish book collecting as a popular pursuit among English aristocracy of the 19th century.

Some *bibliomaniacs* are driven by apparent obsession to become biblioklepts. In a recent case, Stephen C. Blumberg was convicted on four felony counts, sentenced to five years and eleven months in prison, and fined $200,000 after a collection of 21,000 rare books was found in his home in Iowa, stolen over a period of years from approximately 140 libraries in the United States and Canada. The fact that Mr. Blumberg had a very comfortable independent income from family trusts suggests that his larceny was motivated by the desire to possess rather than profit from his illegal activities. Compare with bibliophile and biblioholism.

bibliometrics

The use of mathematical and statistical methods to study and identify patterns in the usage of materials and services within a library, or to analyze the historical development of a specific body of literature, especially its authorship, publication, and use. Prior to the mid-20th century, the quantitative study of bibliographic data and usage was known as *statistical bibliography*. ***See also***: citation analysis.

bibliopegy

The fine art of binding books by hand, performed by a *bibliopegist* (bookbinder).

bibliophilately

The collection and study of library-related postage stamps, usually as a hobby (see "Bibliophilately Revisited" by Larry Nix in the February 2000 issue of *American Libraries*).

bibliophile

A person who loves and treasures books (especially their physical form), and is sufficiently knowledgeable to be able to distinguish editions by their characteristics and qualities. Most bibliophiles are book collectors. The opposite of bibliophobe. Synonymous with *booklover* and *bibliophilist*. Compare with biblioholism and bibliomania.

bibliophilist
See: bibliophile.

bibliophobia
An irrational fear or dread of books, so intense that the afflicted person, known as a *bibliophobe*, avoids them whenever possible. The opposite of bibliophily.

bibliopole
A bookseller, especially one who deals in rare books and editions. ***See also***: antiquarian bookseller.

bibliotaph
A person who hoards books and hides them from others, even to the extent of keeping them under lock and key.

bibliotheca
From the Greek *biblion* ("book") and *theke* ("to place"). A library or collection of books. Also refers to a list or catalog of books, especially one prepared by a bibliographer.

Bibliotheque nationale de France (BnF)
The national library of France, located in Paris. The history of the **BnF** spans five centuries. King Charles V ("The Wise") made the initial gift of his private library in 1368, but continuity in collection development did not begin until the reign of Louis XI (1461-1483). Francis I established the legal depository in 1537, and the collection was first classified in 1670 by Nicolas Clement. During the French Revolution, the royal library was proclaimed a national library. After the rise of Napoleon Bonparte in 1799, it became an imperial library until the Republic was re-established in 1870. The creation of a Master Catalog of Printed Books was initiated in 1874 by Leopold Delisle, a medievalist who served as administrator general of the library from 1874 until 1905.

In 1994, the Bibliotheque Nationale (BN) and the newly built Bibliotheque de France (BDF) merged to form a single entity, the **Bibliotheque nationale de France**, one of the leading libraries in the world. The collections have been brought together in two locations, the "Site Richelieu" and the "Site Francois Mitterand." The latter welcomes both scholars (2,000 seats) and the general public (1,700 seats). Click here to connect to the homepage of the **BnF**. The Library of Congress currently hosts the online exhibit *Creating French Culture: Treasures from the Bibliotheque Nationale de France*.

bibliotherapy

The use of books selected on the basis of content in a planned reading program designed to facilitate the recovery of patients suffering from mental illness or emotional disturbance. Ideally, the process occurs in three phases: personal identification of the reader with a particular character in the recommended work, resulting in psychological catharsis, which leads to rational insight concerning the relevance of the solution suggested in the text to the reader's own experience. Assistance of a trained psychotherapist is advised. ***See also***: readers' advisory.

biennial

Issued every two years. Also refers to a serial publication issued every two years. ***See also***: annual, triennial, quadrennial, quinquennial, sexennial, septennial, and decennial.

bifolium

In bookbinding, a pair of conjoint leaves (as opposed to a single leaf), forming four pages when folded. Plural: *bifolia*.

Bildungsroman

From the German word *Bildung* (meaning education, culture) and the French word *roman* (novel). A novel in which the author traces the maturation of the hero or heroine, from the subjectivity of childhood and early adolescence through the development of objective self-awareness (*examples*: ***The Magic Mountain*** by Thomas Mann and ***The Tin Drum*** by Gunter Grass). Compare with Kuntslerroman.

bilingual edition

A book or periodical published in two languages, usually because both languages are spoken in the country in which the work was published (*example*: English and French in Canada) or because the work was co-published in countries with different national languages.

bill

A law proposed during a formal session of a legislative body. In *AACR2*, bills and drafts of legislation are cataloged under the heading for the appropriate legislative body.

Example:

> **A bill to give the consent of Congress to the removal by the legislature of the State of Washington of the restrictions upon the power of alienation of their lands by the Puyallup Indians : 52d Congress, 1st session, S.2306**
> *Main entry is under the heading for the Senate of the United States.*

Also refers to a written statement of the amount owed for goods or services rendered, sent by the seller to the purchaser in expectation of prompt payment. In library acquisitions, the term invoice is preferred.

billed

A code used in library catalogs and circulation systems to indicate the circulation status of an item unavailable due to loss or damage, for which a previous borrower

has been charged an amount usually based on the cost of replacement. Most libraries make an effort to replace lost and damaged items, even if the patron fails to pay the bill, provided demand exists and a reasonably priced edition is still in print.

bimonthly

Issued in alternate months (six times per year). Also refers to a serial issued every other month.

binary

Literally, *two*. Data used as input in a digital computer must be converted into code made up of the digits **0** and **1**, called bits. *Binary code* is transmitted as a series of electrical pulses (**0** bits at low voltage and **1** bits at higher voltage), stored as memory cells. When data files in digital format are displayed as output, the binary signals are translated back into characters or images. In *binary notation*, value is indicated by the position of the two digits:

0 0 0 0 position
8 4 2 1 value

Thus the decimal number **15** is expressed in binary as **1111**. ***See also***: ASCII.

bind

To fasten the leaves of a book together and enclose them in a protective cover, a process known as binding, originally done by hand, but in modern book production, almost entirely by machine.

binder

A removable cover used for filing and storing loose sheets, pamphlets, and issues of periodicals. Commercially-made binders used in libraries to protect current issues of magazines usually have a transparent front cover to facilitate browsing. ***See also***: loose-leaf.

Also refers to a person trained in the art and craft of binding books and other publications, usually employed in a bindery. Also used synonymously with *bindery*. ***See also***: library binder.

binder's board

A stiff, sturdy board made from pulped fiber derived from rope, wood, or recycled paper, used since the early 18th century to give rigidity to the covers of books published in hardcover, and preferred in hand-binding. Modern high-quality binder's board is single-ply, made by pressing pulp between heavy rollers to achieve the desired thickness and smoothness. Synonymous in the U.K. with *millboard*. Compare with pasteboard.

binder's title

The title stamped or lettered on the spine of a volume by the binder, as distinct from the cover title on the publisher's edition or the title printed on the title page. Compare with side title.

bindery

An establishment that performs one or more of the various types of binding. Some large libraries and library systems have an in-house bindery usually associated with centralized technical processing. In smaller libraries, materials in need of binding or rebinding (back issues of periodicals, paperback editions, etc.) are sent to a commercial bindery. ***See also***: library binder.

binding

The outside covering on a volume of printed or blank leaves. Books published in hardcover are bound in boards covered in cloth or some other durable material. Leather was used to bind manuscripts and incunabula, but is now used mainly in hand-binding. Books bound in paper covers are called paperbacks. Also refers to the *process* of fastening the leaves or sections of a publication together by sewing or stitching, or by applying adhesive to the back, and then attaching a cover by hand or by machine under the supervision of a skilled *binder*. In large libraries, binding may be done in-house. Smaller libraries usually send materials to a commercial bindery. In any case, most libraries follow an established binding policy. Abbreviated *bdg*.

See also: adhesive binding, antique binding, architectural binding, case binding, cathedral binding, cloisonne, conservation binding, cottage binding, custom binding, easel binding, extended binding, flexible binding, flush binding, imitation binding, jewelled binding, library binding, limp binding, mechanical binding, papier mache binding, prelibrary binding, publisher's binding, rebinding, reinforced binding, and relievo binding.

binding copy

A worn book in such poor condition that it needs to be rebound, provided it is worth the expense of rebinding.

binding edge

The edge at which the leaves of a book are attached to one another, usually by sewing the folded and gathered sections together and gluing them to a lining, or by trimming away the back fold and applying strong adhesive to the loose leaves. The three outer edges of a book are the head, foot or tail, and fore-edge. Compare with spine.

binding error

A mistake made in binding a publication. Common errors include the incorrect folding of signatures; leaves or an entire section omitted, gathered in incorrect sequence, or bound in upside down; application of the wrong cover to the body of the book; etc. Under most circumstances, the publisher will replace such copies at no charge. ***See also***: aberrant copy.

binding margin

The unprinted space between the binding edge of a printed page and the area that bears print. The width of the inner margin often determines whether rebinding is possible. Synonymous with *back*, *gutter*, and *inside margin*.

binding policy

Guidelines established by a library or library system concerning the manner in which materials not purchased in permanent binding are to be bound. Cataloged monographs are usually bound (except for loose-leaf and spiral bound materials), pamphlets may be placed in pamphlet covers, and serials permanently retained are usually bound unless converted microform. Large library systems sometimes have an in-house bindery, but most small and medium-size libraries use a commercial bindery.

binding slip

A set of written instructions sent by a library to the bindery with each volume or set of volumes, giving the specifications by which the item is to be bound. A form in multiple copies allows the library to maintain a record of the instructions given.

biobibliography

A list of works written by and about an author, including biographical sources devoted to the author's life and work.

biographical dictionary

A single-volume reference work or set of reference books containing biographical essays about the lives of actual people, sometimes limited to *biographees* who are deceased. Biographical dictionaries may be general (*example*: ***Webster's Biographical Dictionary***), subject-specific (***Biographical Dictionary of the History of Technology***), or limited to persons of a specific nationality (***American National Biography***), race (***Contemporary Black Biography***), field or profession (***International Dictionary of Anthropologists***), or period or gender (***Biographical Dictionary of Ancient Greek and Roman Women***). Some are published serially (***Current Biography Yearbook***). Compare with collective biography.

biography

A carefully researched, relatively full narrative account of the life of a specific person or closely related group of people, written by another. The *biographer* selects the most interesting and important events with the intention of elucidating the character and personality of the *biographee*, and placing the subject's life in social, cultural, and historical context.

The literary form was pioneered by the Roman historians Plutarch, Tacitus, and Suetonius. English literary biography began with James Boswell's ***Life of Samuel Johnson*** published in 1791. Modern biographers tend to be objective in approach, but classical and medieval biographers often wrote to confirm a thesis or illustrate a moral principle. An authorized biography, written with the consent and sometimes the cooperation of its subject, may be less critical than an unauthorized biography. Biographical works are indexed annually in ***Biography Index*** published by H. W. Wilson and in ***Biography and Genealogy Master Index*** published by the Gale Group.

Also refers to the branch of literature and history in which the lives of actual people are described and analyzed. Compare with autobiography and memoirs. Abbreviated *biog*. ***See also***: biobibliography, biographical dictionary, collective biography, and hagiography.

BIP

See: ***B**ooks* ***I**n* ***P**rint*.

birth and death dates

The dates on which a person was born and died. In library cataloging, birth and death dates are given immediately following the name in a personal name heading, to distinguish the person from others of the same name. If the person is still living, the birth date is given, followed by a hyphen, and the death date is added later. If the birth or death date is unknown, the abbreviation *c.* (*circa*) is used before the estimated date to mean "approximately." Birth and death dates are also included in the entries in biographical reference works. ***See also***: false date.

birthday book

A type of book popular during the Victorian period in which a quotation from a work by a well-known writer (usually a poet) is given for each day of the year, with blank space for autographs.

bit

A contraction of ***bi****nary digi****t***, either of the two values (0 and 1) used in the binary number system and as the smallest unit of storage in digital computers. In personal computers, data is stored and processed in 8-bit units called bytes. In ASCII code, each alphanumeric character is represented by a unique sequence of seven bits. Although bits are used to measure digital transmission speed (*bit rate*), the capacity of storage (disks, files, databases, etc.) is measured in bytes.

bitmap

A digital representation composed of dots arranged in rows and columns, each represented by a single bit of data that determines the value of a pixel in a monochrome image on a computer screen. In a gray scale or color image, each dot is composed of a set of bits that determine the individual values of a group of pixels which *in combination* create the visual impression of a specific shade or hue. The greater the number of bits per dot, the wider the range of possible shades or hues.

The number of dots per square inch (density) determines the resolution of a bitmapped image. Resolution may also be expressed as the number of rows multiplied by the number of columns in the map. When documents are scanned into a computer, the image on the page is automatically converted into a bitmapped image that can be viewed on a monitor. Also spelled *bit map*. ***See also***: digital imaging.

biweekly

Issued twice each month. Also refers to a serial issued twice a month. Synonymous with semimonthly.

Black Caucus of the American Library Association (BCALA)

Founded in 1970, **BCALA** has a membership of black librarians and black persons interested in promoting librarianship and encouraging active participation by African-Americans in library associations and at all levels of the profession. **BCALA** publishes the bimonthly *BCALA Newsletter*. Click here to connect to the **BCALA**

homepage.

black face

See: boldface.

black letter

See: gothic.

Blackwell

A commercial company that supplies books and bibliographic support products and systems to academic, research, and public libraries worldwide. Click here to connect to the **Blackwell** homepage.

blank

A leaf intentionally left unprinted in a book, usually preceding the half-title and/or following the back matter. Also refers to any page or sheet of paper (or other writing surface) that does not bear written or printed matter. Compare with white space.

blankbook

A book consisting of clean or ruled leaves for writing or making entries, with printing limited to page headings and/or divisions. Examples include diaries, albums, scrapbooks, account books, exercise books, etc. Because the information recorded in official blankbooks may be of permanent value, good quality paper and durable bindings are commonly used.

blanket order

An agreement in which a publisher or dealer supplies to a library or library system one copy of each title as issued, on the basis of a profile established in advance by the purchaser. Blanket order plans are used mainly by large academic and public libraries to reduce the amount of time required for selection and acquisition, and to speed the process of getting new titles into circulation. Unlike approval plans, most blanket order plans do not allow returns. One of the best-known examples in the United States is the Greenaway Plan. Synonymous with *gathering plan*. ***See also***: book lease plan.

blanking

In binding, the application of a heated brass stamp to the cloth cover of a book to create a glossy impression to serve as a base for lettering or for a stamped decoration.

bleed

In printing, to run an illustration off the trimmed edge of the page without leaving space for a margin. A page can bleed in more than one direction depending on how many edges are touched by the image printed on it. Also refers to text cropped too closely in binding.

blind

In bookbinding, a procedure done without further embellishment, for example, tooling stamped on a leather binding without the addition of ink or gold leaf to highlight the design. ***See also***: blind page.

Also refers to a person whose vision is severely impaired, eligible to receive library services through the National Library Service for the Blind and Physically Handicapped (NLS).

blind folio

A leaf in a manuscript or book, included in the foliation but not given a folio number. Compare with blind page.

blind page

A page in a book, usually the half-title, title page, dedication, or a blank page, included in the pagination but not given a page number. Compare with blind folio.

blind reference

A cross-reference in an index or catalog, directing the reader to a heading that does *not* exist in the same index or catalog.

block book

A form of book containing text alone, or text with pictures, printed entirely from woodcuts on only one side of each leaf. Block books originated in Europe during the 15th century at the same time as printing from movable type and may have been an inexpensive alternative to books produced on a printing press. The best known example is the *Biblia Pauperum* (*Bible of the Poor*) printed in large quantities during the second half of the 15th century. Fewer than two dozen copies are known to have survived. ***See also***: xylography.

blockbuster

A slang term for a new book for which the sale of a very large number of copies is virtually guaranteed, usually due to the reputation or popularity of the author (Mary Higgins Clark, Stephen King, Danielle Steel, etc.). Public libraries often order such titles in multiple copies to satisfy initial demand. Also refers to the willingness of publishers to repeatedly sign such authors and promote their works, sometimes to the neglect of writers of lesser fame whose works deserve to be read. Synonymous with *megabook*. Compare with bestseller.

blocked

The status of the borrower account of a patron who is barred from checking out materials from the library, usually because fines for overdue items remain unpaid. Most electronic circulation systems are designed to automatically block a patron record under conditions prescribed by the library.

blocking

The process of impressing letters or a decorative design on the cover of a book in ink, metal foil/leaf, or blind, using an engraved plate called a *brass* (binder's die) mounted on a *blocking press*. Synonymous in the U.S. with *stamping*.

Also refers to the tendency of the leaves of a book or other bound publication to stick together, forming a solid block after they have been exposed to water, a problem that can be mitigated by standing the wet item on end with the leaves fanned open to allow them to air dry. Leaves of coated paper can be difficult to separate without

damaging the printed surface, especially after drying has commenced.

block letter

A letter printed in a typeface that has strokes of equal width and boldness, straight and without serifs, a style used for legibility in headlines, but considered less legible for printing text matter. Synonymous with *sans-serif*. Compare with monoline.

block quotation

See: quotation.

blowback

A hard copy enlargement of an image on microform. Most libraries provide reader-printer machines for enlarging and making copies of documents available on microfilm or microfiche. Also spelled *blow back*. Compare with blowup.

blowup

In photography, an enlargement usually made from a copy negative taken of a smaller print (the procedure is demonstrated in the 1966 feature film "Blowup" directed by Michelangelo Antonioni). In document reproduction, any copy made on a scale larger than the original. In the book trade, a greatly enlarged image of a dust jacket, illustration, or specimen page, used in marketing. Also spelled *blow up*. Compare with blowback.

blue book

In the United States, the popular name for a manual published by a state government, listing the names of elected and appointed officials and providing information about government structure, agencies, voting districts, elections, etc., usually bound in blue covers. Compare with red book.

blue pencil

To mark corrections in a manuscript or typescript during the editing process, derived from the color of pencil traditionally used by editors. The term has also been applied to the editing of text by a censor.

blueprint

A photographic copy of the detailed plans for constructing a building or other structure, originally printed in white against a blue ground. Blueprints are usually produced in sets, one for each floor for each phase of construction (plumbing, electrical, HVAC, etc.). They are collected by architecture libraries and by archives and special collections for construction projects of historical significance. Blueprints are used by libraries in planning and overseeing the renovation, expansion, and new construction of facilities. ***See also***: architectural drawing.

blurb

The publisher's description and recommendation of a new book, usually printed on the front flap of the dust jacket, portions of which may be used in advertisements published in book trade journals and review publications, and in the publisher's catalog. Brief excerpts from favorable reviews are usually printed on the back of the dust jacket. ***See also***: puff and teaser.

BnF

See: Bibliotheque nationale de France.

BO

See: back order.

board

A general term for the sheet of rigid material forming one side of the cover of a book bound in hardcover. In early bookbinding, wood was used for this purpose (usually seasoned oak), but by the 15th century pasteboard had been introduced. In modern bindings, the cover is usually made of binder's board or of strawboard, chip board, or pasteboard in less expensive editions, all made from various fibrous materials, pulped or laminated and then pressed into large flat sheets cut to size in binding. The lay term is *cardboard*. ***See also***: fiberboard and pressboard.

In computers, the flat piece of plastic or fiberglass designed to hold microchips and other computer hardware. The main circuit board in most systems is called the *motherboard* and all the component chips that plug into the main board are called *cards* or *boards*.

Also refers to a group of prominent persons, elected or appointed to serve as trustees responsible for overseeing the policies and major management decisions of an organization or institution, such as a library or library system. ***See also***: editorial board.

board book

A durable book of small size designed for very young children, consisting of a few unnumbered pages made of pasteboard covered in glossy paper printed with colorful illustrations and little if any text. Board books are often alphabet books or counting books.

Bodleian Library

The library of Oxford University in England. The original medieval library was severely damaged in 1542, then refounded in 1598 by Sir Thomas Bodley, a former diplomat. Its combination of buildings, constructed between 1490 and 1970, and its vast holdings make it unique among the world's great libraries. Its collections are particularly strong in English literature, history, and typography. The Bodleian has been a copyright depository library since 1662. Click here to connect to the homepage of the Bodleian Library. ***See also***: British Library.

body

In printing, the main portion of a book, beginning with the first page of the text and including any footnotes and illustrations, but excluding the front matter and back matter. In bookbinding, the block of sections sewn or glued together in preparation for attachment to the case or cover.

In an e-mail message, the text of the message, as opposed to the header (e-mail address of sender, address(es) of recipient(s), subject of message) and any footer.

In typesetting, the small rectangular unit of cast metal bearing a single raised character on one end (the face) from which an impression is taken in letterpress printing. Synonymous in this sense with *shank*.

Also refers to a group of people with an official function. Library catalogers recognize: corporate body, related body, or subordinate body.

body matter

The text of a work to be printed, as distinct from any display matter (headings, ornaments, illustrations, etc.).

body type

See: text type.

bold

See: boldface.

boldface

A typeface conspicuous for being **thicker** and **darker** but not larger than the medium weight type of the same font, used mainly for contrast or emphasis, and for headings. The words *thicker* and *darker* in the preceding sentence are in boldface. Variations include *semi-bold*, *extra-bold*, and *ultra-bold*. Also spelled *bold face*. Synonymous with *bold* and *black face*. Compare with lightface.

bolt

The folded edge of a single sheet of paper at the head, tail, or fore-edge of the block in an uncut or unopened book, known respectively as the *head-bolt*, *tail-bolt*, or *fore-edge bolt*. In binding, the fourth edge, called the back fold, is sewn and glued to the other folded and gathered sections to form the back of a book.

bond measure

See: library bond.

book

A collection of leaves of paper, parchment, vellum, cloth, or other material (written, printed, or blank) fastened together along one edge, with or without a protective case or cover. Also refers to a literary work or one of its volumes. Compare with monograph.

To qualify for the special parcel post rate known in the United States as media rate, a publication must consist of 24 or more pages, at least 22 of which bear printing consisting primarily of reading material or scholarly bibliography, with advertising limited to book announcements. UNESCO defines a book as a nonperiodical literary publication consisting of 49 or more pages, covers excluded. The ANSI standard includes publications of less than 49 pages which have hard covers. ***See also***: art book, board book, children's book, coffee table book, gift book, licensed book, managed book, new book, packaged book, picture book, premium book, professional book, promotional book, rare book, reference book, religious book, and reprint book.

Also, a major division of a longer work (usually of fiction) which is further subdivided into chapters. Usually numbered, such a division may or may not have its own title. Also refers to one of the divisions of the Christian ***Bible***, the first being *Genesis*.

book announcement

A brief statement by the publisher announcing the availability of a new book or backlisted title, published as an advertisement in book trade journal or review publication, or in an advertising section included in another book published under the same imprint. A book announcement usually includes the title of the work, the name of the author(s) or editor(s), ISBN, projected date of publication, list price, and prepublication price if offered. It may also include a blurb or brief excerpts from favorable reviews, and a picture of the front cover.

book art

The form of art expressed through the medium of the book. The artist's input extends beyond authorship and illustration, making the physical appearance of the book as an object a manifestation of creativity in and of itself. In some art books, the traditional format of the book is not altered (*example*: an illustrated collection of poems in which the words and images are embossed rather than printed on paper pages). In other works, the artist experiments with format, even to the extent of challenging the concept of reading (*example*: a book with the covers and leaves consisting entirely of double-sided mirrors). Some publishers specialize in this art form (Ron King's Circle Press). The National Art Library at the Victoria and Albert Museum of decorative and applied arts in London holds an extensive collection of books on the history of this form of artistic experimentation.

book arts

The skills and techniques used in creating fine books and manuscripts, including papermaking, calligraphy, illumination and rubrication, typography, illustration, printing, and bookbinding. Click here to connect to the *Yahoo!* list of Web sites related to the book arts. ***See also***: Center for Book Arts.

book auction

A public or private sale at which rare books and used books are sold to the highest bidder, usually on commission. A firm specializing in such sales is known as a *book auction house*. Extremely rare and valuable books and manuscripts are usually sold by international auction houses such as Christie's and Sotheby's.

book award

See: literary award.

book band

A strip of printed paper (usually colored) placed around the jacketed cover of a book to call attention to a special characteristic, such as availability at a reduced price, receipt of an award, or special loan status (reserve or interlibrary loan).

bookbin

A wheeled box for transporting books, sometimes with a bottom equipped with a spring mechanism to allow the space inside to fill gradually as books and other materials are returned to a book drop built into the circulation desk or wall of a library.

bookbinding
The process of fastening the leaves of a book together and enclosing them in a protective cover, formerly done by hand but now largely mechanized. Click here to connect to the Web site *Bookbinding, A Tutorial* maintained by Douglas W. Jones. ***See also***: case binding and hand-binding.

book block
All the sections of a book sewn or glued together, plus the endpapers and any other materials added by the binder, before the cover is applied. Compare with text block.

book burning
The intentional destruction by fire of books considered objectionable or dangerous, usually by a religious or secular authority, as in the mass burning of book considered politically incorrect by the Nazi Party in pre-World War II Germany, or by a mob, usually in the frenzy of political revolt. ***See also***: censorship and intellectual freedom.

book card
A piece of stiff card stock of standard size (three inches wide and five inches high), with space at the top for the call number, name of author, and title of item, and blank lines below for recording the due date and the library card number or name of the borrower, used in manual circulation systems to maintain a card file of items currently checked out. The book card is reinserted in the book pocket inside each item at check-in. Some libraries use color-coded book cards to indicate type of material or applicable loan rule. ***See also***: date due slip.

bookcase
A set of two or more single- or double-sided shelves in a rigid frame, used to store books, periodicals, videocassettes, and other materials. In libraries, bookcases are usually made of wood or metal with fixed or adjustable shelves.

book catalog
A library catalog in the form of a bound or loose-leaf book, whether handwritten, printed, or computer-generated, practical only for small collections.

book cloth
See: cloth.

book club
A commercial company that sells new books and backlisted titles by mail to subscribers who agree to purchase a minimum number of titles per year at discount prices, usually from main, alternate, or special selections offered on a monthly basis which may be rejected or returned by the subscriber. To attract new subscribers, an introductory offer of free or heavily discounted titles may be offered in exchange for a minimum purchase commitment. Some book clubs offer books of general interest,

others specialize by genre (*example*: mystery), subject (gardening), or academic field or discipline (history). Directory information for book clubs is available in *Literary Market Place*, a reference serial available in most libraries. ***See also***: book club edition.

book club edition

An edition of a book offered for sale mail-order by a book club. Copies may be purchased by the club from the publisher's stock (usually at a discount) or specially reprinted for club distribution. An edition produced solely for distribution to book club subscribers can usually be distinguished from the trade edition of the same title by the inferior quality of the paper and binding, and by the absence of a price on the dust jacket. Abbreviated *bc* or *bce*.

book collecting

The process of acquiring a collection of books based on their content, history, antiquity, rarity, beauty, monetary value, or other characteristics. A person who systematically acquires books for the pleasure of owning them, as an investment, or with the intention of bequeathing them to a library or other institution is known as a *book collector*. Click here to connect to the homepage of the International Book Collector's Association (IBCA). ***See also***: bibliomania, bibliophile, and private library.

For a brief but fascinating essay on the history of book collecting, please see the entry for the term in ***A Dictionary of Book History*** by John Feather (Oxford University Press: 1986).

book contract

A legally binding written agreement between a writer and publisher in which the author grants the publisher the rights to a specific work in exchange for compensation (usually royalties as a percentage of net sales on copies sold) and a commitment to publish the work in specified form within a designated period of time. Synonymous with publisher's agreement.

book cradle

A low stand or rack, made of wood, metal, or plastic, designed to display an open book, usually as part of an exhibit.

book culture

The habits, skills, institutions, etc., of a given people concerning books in all forms, including their manufacture (publishing, printing, and binding), marketing and promotion, bookselling and collecting, book clubs and reading groups, bibliography and conservation, activities of libraries and archives, and the writing, illustrating, reviewing, and reading of books. In the United States, the persistence of book culture is evident in the presence of small cafes intended for readers on the premises of large bookstores, and in the success of companies that manufacture and sell giftware, decorative items, and accessories for readers.

book drop

A slot, chute, bin, or box to which books and other items borrowed from a library may be returned, especially during hours when the facility is closed. Book drops may be free-standing (usually outside the walls of the library) or built into the circulation desk or an exterior wall. Security is an important consideration in the design of an after-hours book drop. Libraries have suffered damage from hazardous materials deposited in book drops by malicious persons.

bookend

An L- or inverted T-shaped movable piece of wood, metal, tough plastic, or other rigid material, placed at the end of a row of books, periodicals, videocassettes, etc., to keep them upright on a shelf. Bookends manufactured as gift items may be covered in leather, carved in wood or fine stone, or cast in metal and given a decorative finish.

BookExpo America (BEA)

The largest book fair in the United States, **BEA** is an exhibition of books in all formats (plus retail multimedia), a forum for educating persons involved in the book trade, and a center for negotiating rights to intellectual property. Formerly known as the *ABA Convention and Trade Exhibit*, **BEA** is held in a different city in the United States each year. Click here to connect to the **BEA** homepage.

book fair

A trade exhibition, usually held annually, at which book publishers and distributors display their products in spaces called *booths* leased for that purpose. The first international book fair was held in France at Lyon during the late medieval period. The Frankfurt Book Fair began in the 1490s and is still the chief market place for publishers who wish to sell copyrights, translation rights, and other privileges to overseas buyers. Also refers to a non-trade exhibition of books and the book arts, which may include presentations by authors, illustrators, publishers, binders, etc. Click here to connect to a list of links to book fair/festival homepages maintained by Peter Scott of the University of Saskatchewan Library and here to connect to the *Yahoo!* list of book fairs. ***See also***: BookExpo America.

book format

See: book size.

book hand

A formal style of handwriting used by scribes to prepare books before the invention of the printing press, distinct from the cursive hand used for writing letters and other informal documents. Compare with court hand. ***See also***: gothic and uncial.

book history

The study of the origins and development of written works, from the cuneiform clay tablets and papyrus scrolls of antiquity, through the manuscripts and incunabula of the Middle Ages, to modern printing and publishing. Synonymous with *history of the book*. Click here to see an online chronology of book history. ***See also***: American Printing History Association.

bookish

Pertaining to a book, or to books and reading in general, usually in the literary sense. Also refers to a person who is fond of reading books or excessively studious. As a term of disparagement, any person whose knowledge of life is acquired largely by reading books, rather than from actual experience.

book jacket
See: dust jacket.

book label
A card, strip, etc., smaller than a bookplate, usually made of paper, affixed to the inside of a book, in most cases to indicate ownership.

book lease plan
An acquisitions plan offered by some book jobbers which allows a library or library system to lease an agreed upon number of popular fiction and nonfiction titles, usually for a fixed monthly fee. After a prescribed period of time, or a decline in demand, titles are returned for credit toward new books usually selected from a monthly list provided by the jobber (*example*: McNaughton Plan). Because leased books arrive fully cataloged and processed for circulation, some public libraries rely on leasing plans for high-demand items. Leasing is also used in academic libraries with limited space for a permanent collection of popular fiction and nonfiction. Synonymous with *rental plan*. Compare with approval plan and blanket order.

booklet
See: pamphlet.

book lice
A species of minute (1/16-inch) soft-bodied, wingless insect (*Liposcelis divinatorius*) of worldwide distribution, which damages old books by feeding on the glue and paste in their bindings. Book lice also consume mold, cereal products, and the bodies dead insects, which makes them a menace to botanical and zoological museum specimens. Keeping relative humidity low helps to control them in libraries and exhibit spaces. Book lice also fall prey to book scorpions. ***See also***: bookworm.

book lift
A fixed mechanical device similar to a dumb waiter, designed for transporting books from one floor or stack level to another in a library, without having to use a stairway or full-size elevator.

book light
A very small electric light designed to attach, usually by means of a clip, to the cover of a book for reading in a dark place (airplane seat, bed, tent, etc.) without disturbing others.

Booklist
A trade journal for librarians published since 1905 by the American Library Association, ***Booklist*** reviews nearly 4,000 books for adults in 22 issues per year, plus 2,500 titles for children and young adults, 1,000 nonprint titles, and approximately 500 reference books and electronic resources in *Reference Books Bulletin*, a separate

section at the end of each issue. ***Booklist*** also includes feature articles, author interviews, bibliographies, and regular columns. Click here to connect to the online version of ***Booklist***. ***See also***: *Library Journal* and *CHOICE*.

book list

A selected list of books, usually on a specific topic or in a particular genre, arranged in some kind of order (by author, title, subject, theme, etc.), which may include brief descriptive annotations, used mainly in readers' advisory.

book louse

See: book lice.

booklover

See: bibliophile.

bookman

A man in the business of publishing, making, or selling books. Also, a man of literary or scholarly inclination who is familiar with books.

bookmark

A narrow strip of paper, leather, ribbon, or other thin, flexible material placed between the pages of a book to mark a place. Hand-crafted decorative bookmarks are sometimes given as gifts. In older and more expensive editions, a piece of narrow ribbon longer than the length of the pages is sometimes glued to the top of the spine to serve as a bookmark. A ribbon used in this way is called a *register*.

In computing, to mark a document or a specific location in a document for subsequent retrieval. Most Web browser software includes a "bookmark" option that allows an Internet address (URL) to be archived, enabling the user to revisit the site without having to retype the address or repeat the original search from scratch.

bookmobile

A large motorized van equipped with shelves to accommodate a small library collection and a desk for a librarian or paraprofessional member of the library staff, serving as a traveling branch library in neighborhoods and communities too remote to be easily served by the nearest public library. Synonymous with *mobile library* (UK). ***See also***: rural library.

book number

The portion of the call number following the class notation, added to identify a specific item within its class. A book number is composed of an author mark appended by the cataloger to subarrange works of the same class by name of author, followed by a work mark added to subarrange works of the same author by title or edition (*example*: **H5371m** in the Dewey Decimal call number **993.101 H5371m** assigned to the title ***The Maoris***, written by Charles Higham). Synonymous with *book mark*.

Book of Hours

A book of common prayers for the Catholic laity, to be said at seven appointed hours

in each day, introduced during the 11th century in England and France, and used in Europe until the 16th century. Some medieval examples are magnificently illuminated. Click here to view pages from the ***Les tres riches heures du Duc de Berry***, courtesy of the ***WebMuseum*** site maintained by The Louvre in Paris.

book-on-tape

A book read aloud and recorded on audiotape, usually by a professional actor or reader, or in some cases by the author. Originally, books were produced on tape for the visually impaired, but the market has expanded to include joggers and walkers who like to listen as they exercise, individuals who must spend long hours in travel, persons who are illiterate or dyslexic, and others who would rather listen than read. Synonymous with *audiobook*, *recorded book*, *spoken audio*, and *talking book*.

book paper

A grade of paper suitable for printing books, pamphlets, periodicals, catalogs, etc., as opposed to various other grades (newsprint, tissue paper, wallpaper, wrapping paper, etc.). Book papers vary in content, color, finish, opacity, weight, and permanence. For books which are to be retained indefinitely in the collection, librarians prefer permanent papers, acid-free and of high rag content.

bookplate

A small paper label or similar device affixed to a book, usually on the inside of the front cover or on the front endpaper, providing a space to record the name of the owner. Decorative bookplates are a category gift item sold blank or with the name of the recipient custom-printed in the space allowed for the name, sometimes following the Latin phrase *ex libris*.

The earliest known examples appeared in Germany a few years after the invention of movable type. They often expressed gratitude to the donor from the person who received the book as a gift (a practice still followed in some libraries that receive books as gifts). Bookplate design as an art form began with Albrecht Durer in the early 16th century. Heraldic bookplates usually bore a coat of arms and/or family motto. Professional mottos and designs commemorating important historical events were also popular, but the mottos on modern bookplates usually praise books or scholarly pursuits. The New York Public Library and Yale University Library own substantial collections of historically significant bookplates. Compare with book label.

book pocket

A three-inch wide strip of stiff paper with a small pocket folded and glued across the bottom third of its height to hold a book card, affixed to items held by a library that does not have an automated circulation system. Available ungummed or with a self-adhesive back, plain or with a date due slip printed at the top, pockets are affixed to the inside cover or endpaper in books, or to some other part in nonbook items. To enable circulation staff to match card to item at check-in, the front of the pocket and the top of the corresponding card are marked with the call number, name of author, and title of item.

book press

A mechanical device consisting of two thick composite boards with a long screw at each of the four corners, used like a sandwich to apply pressure to a book, to ensure that glued or pasted surfaces adhere properly in binding, rebinding, and repairing. In heavy-duty models, the boards are positioned on a base between two sturdy metal uprights to which a horizontal bar is attached, with a single large screw for increasing the downward pressure of the bar.

book prize

See: literary award.

book proposal

A plan for a prospective book, submitted by the author (or the author's literary agent) to a publisher for consideration, sometimes at the publisher's invitation. A book proposal usually includes: tentative title, brief discussion of scope and purpose of work, intended audience and market, outline or summary of content, list of proposed chapters or entries, analysis of competing works, approximate length, form of illustration, proposed schedule, and sometimes a sample of the text, accompanied by a cover letter. Book proposals are also used by academic faculty in applying for sabbatic leave. ***See also***: book contract and rejection slip.

book rate

See: media rate.

book repair

See: repairing.

bookrest

A portable device similar to the music rest on a piano, designed to be placed on a desk or table to hold a book at an angle convenient for reading. Bookrests are also available in metal for attachment to indoor exercise machines, and in the form of a soft cushion for laptop use or bedtime reading.

book return

See: book drop.

book review

See: review.

book sale

Libraries often dispose of discarded materials and unused gifts at an annual or ongoing public sale, sometimes organized by a Friends of the Library group which uses the proceeds to benefit the library. Library book sales are a good place to find out of print editions and bargains.

books-by-mail

Circulation of library materials via the postal system to registered borrowers who request items by telephone or post, usually from a mail-order catalog, a service provided by public libraries serving rural areas and homebound patrons. ***See also***:

bookmobile and direct delivery.

book scorpion

A species of small (1/8 to 1/4-inch) stingless arachnid (*Chelifer cancroides*), also known as the *false scorpion*, which diets on tiny insects such as book lice that damage books by feeding on paper and bindings.

book scout

A person in the business of scouring obscure or remote bookshops, second-hand stores, and book sales in search of books and editions desired by librarians, private collectors, and antiquarian booksellers. ***See also***: scout.

bookseller

A person in the business of selling books and related materials to the retail trade at the full net published price, especially one who owns a bookstore. Also refers to anyone in the business of selling used books. In the United States, the trade association of the bookselling industry is the American Booksellers Association whose homepage BookWeb.org includes a searchable Bookstore Directory. Information about book retailers in the United States and Canada is also available in the *American Book Trade Directory*, published annually by R. R. Bowker. Compare with dealer and jobber.

bookshop

See: bookstore.

book signing

An event scheduled at a retail bookstore or library at which the author and/or illustrator of a new book is available to autograph copies of his or her work(s), sometimes scheduled in conjunction with a book talk or a reading from the text. ***See also***: autographed copy.

Books in Print (BIP)

Books In Print, a multi-volume reference set in which books currently published or distributed in the United States are listed by author, title, and subject. Entries include information useful to acquisitions librarians such as publisher, price, edition, binding type, and ISBN. Published annually by R. R. Bowker, ***BIP*** includes a directory of publishers in a separate volume. It is supplemented by *Forthcoming Books*. Bowker also publishes *Children's Books in Print* and *El-Hi Textbooks & Serials in Print* on an annual basis. In some libraries, ***BIP*** is available online. ***International Books in Print*** is published by K. G. Saur and distributed in the United States by the Gale Group.

book size

The height and width of a book, usually measured in inches or centimeters from head to tail and from spine to fore-edge of the cover. Historically, the size of a printed book was determined by the number of times a full sheet of printing paper measuring approximately 19 x 25 inches was folded, once to form signatures of two leaves (four pages) known as folio, twice to form four leaves (eight pages) known as quarto, three times to form eight leaves (sixteen pages) known as octavo, to form twelve leaves (twenty-four pages) known as duodecimo, four times to form sixteen leaves

(thirty-two pages) known as sextodecimo, etc.

In modern book production, the size of an edition depends on the size of the unfolded sheet used in printing. In the bibliographic description of rare books, the historical dimensions are is still used, but in modern book production, size is based on the height and width of the binding. Slight differences exist between American and British practice in the standardization of book sizes. American sizes are given below. Synonymous with *book format*. ***See also***: exact size.

Name	***Height & Width***
Thirty-sixmo	4 x 3 1/3 inches
Medium Thirty-twomo	4 3/4 x 3 inches
Medium Twenty-fourmo	5 1/2 x 3 5/8 inches
Medium Eighteenmo	6 2/3 x 4 inches
Medium Sixteenmo	6 3/4 x 4 1/2 inches
Cap Octavo	7 x 7 1/4 inches
Duodecimo	7 1/2 x 4 1/2 inches
Crown Octavo	7 1/2 x 5 inches
Post Octavo	7 1/2 x 5 1/2 inches
Medium Duodecimo	7 2/3 x 5 1/8 inches
Demy Octavo	8 x 5 1/2 inches
Small Quarto (usually less)	8 1/2 x 7 inches
Broad Quarto (varies up to 13 x 10)	8 1/2 x 7 inches
Medium Octavo	9 1/2 x 6 inches
Royal Octavo	10 x 6 1/2 inches
Super Royal Octavo	10 1/2 x 7 inches
Imperial Quarto	11 x 15 inches
Imperial Octavo	11 1/2 x 8 1/4 inches

bookstall
A small open-air retail book outlet, usually found in airports and railway stations, and at fairs and markets. In France, quay-side bookstalls have been an important part of Parisian culture for centuries. Compare with bookstore.

book stamp
A wood, metal, or rubber stamp used to make an inked impression on the cover, edge, endpaper, or title page of a book as a mark of ownership.

book stock
The total number of books in a library's collections, subject to growth through acquisition and to diminution through loss, damage, theft, weeding, etc. Synonymous with *book collection*. ***See also***: inventory.

book stop

A narrow ridge or ledge along the lower edge of the sloping top of a dictionary stand, atlas case, or lectern, allowing an open book or sheaf of papers to rest at an angle convenient for reading without sliding off.

bookstore

An enclosed store devoted to the retail sale of books, usually in both hardcover and softcover. Some bookstores specialize in used books, rare books, children's books, or materials on a specific subject or in a particular genre (science fiction, comics, etc.). Large trade bookstores may also sell magazines and newspapers, maps, calendars, greeting cards, nonprint media (videocassettes, DVDs, audiocassettes, CDs, CD-ROMs), and reading paraphernalia. Bookstore chains have outlets in most large cities in the United States, offering nearly identical stock (Barnes & Noble and Borders Books & Music). College bookstores sell mainly textbooks and trade editions for the use of students. Information on book retailers in the United States and Canada is available in the annual *American Book Trade Directory*, published by R. R. Bowker. Synonymous with *bookshop*. Compare with bookstall. ***See also***: bookseller.

book talk

An event, usually scheduled in a library, bookstore, or educational institution, at which the author, a librarian, or other interested person discusses a book and reads excerpts from it to encourage readership and promote reading in general. Also spelled *booktalk*. ***See also***: book signing.

book trade

The operations and arrangements that exist in a specific country for the manufacture, distribution, and sale of books to the public, including publishers and their associations, printers and binders, retail booksellers and their trade associations, jobbers and dealers, and the generally accepted practices, standards, and codes governing their activities. Statistics on the U.S. book trade can be found in ***The Bowker Annual Library and Book Trade Almanac***, available in the reference section of most larger libraries. Directory information can be found in the annual *American Book Trade Directory*, also published by R. R. Bowker.

book trade journal

A periodical issued by publishers, booksellers, and others engaged in the book trade for the purpose of announcing and promoting newly published titles. Book trade journals also include trade news, bestseller lists, author interviews, book reviews, feature articles, regular columns, analysis of current trends and issues, and information about book production/distribution, book fairs, and book signings. In the United States, the leading book trade journals are *Publisher's Weekly* and BookWeb.org's *Industry Newsroom* from the American Booksellers Association.

book truck

A wheeled metal or wooden cart with two or three shelves, used by a page or other library staff member for transporting books and other materials from one area of the library to another. Book trucks are available from library suppliers. ***See also***: reshelving cart.

Book Week

See: Children's Book Week.

bookworm

The larval form of a moth or beetle that damages books and other printed materials by boring small holes through leaves and bindings, creating a highly undesirable condition called worming. Also spelled *book-worm*. Compare with book lice. ***See also***: fumigation.

Also, a slang expression used as a term of disparagement for someone who prefers reading over most other activities, and can usually be found with his or her nose in a book.

Boolean

A system of logic developed by the English mathematician George Boole (1815-1864) which allows the user to combine words or phrases representing significant concepts in a keywords search of an online catalog or bibliographic database. Three logical commands (sometimes called "operators") are available in most search software:

The **OR** command is used to *expand* retrieval by including synonyms and related terms in the query. ***See also***: logical sum.

> *Search statement:* **violence or conflict or aggression**

The **AND** command is used to *narrow* search results. Each time another concept is added using "and" the search becomes more specific. In some online catalogs and databases, the "and" command is *implicit* (no need to type it in a keywords search). In other interfaces, terms will be searched as a phrase if not separated by "and." ***See also***: logical product.

> *Search statement*: **violence and television and children**

The **NOT** command is used to *exclude* unwanted records from search results. ***See also***: logical difference.

> *Search statement*: **television not cartoon***

When two *different* Boolean commands are used in the same search statement, parentheses must be included to indicate the sequence in which they are to be executed (syntax). This technique is called nesting.

> *Search statement*: **television and (violence or aggression) and children**

For a detailed discussion of Boolean logic, please see the entry by Gwyneth Tseng in the ***International Encyclopedia of Information and Library Science*** (Routledge: 1997). ***See also***: proximity, truncation, and Venn diagram.

boot

In computing, a slang term borrowed from the expression "to pull oneself up by one's bootstraps" meaning to start a computer, causing the files in its operating system to automatically begin executing. Application programs are "loaded" rather than "booted." Synonymous with *boot up*. ***See also***: cold boot and reboot.

bootleg

A product illegally imported or sold. In the case of commercially published CDs, computer software, videocassettes, books, and other intellectual property, a copy made for sale in violation of existing copyright law. ***See also***: pirated edition.

bootstrap

A program that causes the first piece of software installed on a computer (usually the operating system) to load when the power is switched on, enabling the CPU to begin executing instructions. The word *bootstrap* originally referred to a strap or tab attached to the back of the ankle of a boot to help the wearer pull it on, hence the expression "to pull oneself up by one's bootstraps." In computing, it has spawned boot, cold boot, reboot, etc.

border

Continuous ornamentation running parallel with the edges of a page or cover of a book or other printed publication, or around a block of text or an illustration. A border can consist of one or more unbroken rules, plain or embellished, or units of geometric or organic design arranged in an unbroken repeating pattern. ***See also***: full-page border and historiated border.

born digital

A slang term for a work created from scratch in electronic form, for example, a hypermedia thesis or dissertation, or an electronic journal that has no print counterpart. Preservation dilemmas are posed by the rapid obsolescence of digital equipment and formats.

borrower

A person who checks out books and other materials from a library. Most libraries require users to register to receive the borrowing privileges associated with a library card. Some form of identification is usually required of new applicants. Not all library patrons are registered borrowers--in most public libraries and publicly supported academic libraries in the United States, unregistered persons may use reference materials and items in the circulating collection without removing them from library premises. The library privileges to which a borrower is entitled are indicated by the individual's borrower status.

borrower account

A patron's ongoing transactions with a library, including items currently checked out, overdues, unpaid fines, holds, etc. Library staff can check the status of an individual's account by examining the patron record. Most automated circulation systems are designed to protect the borrower's confidentiality by deleting transaction history as soon as items are returned and fines paid.

borrower status

The borrowing privileges to which a registered borrower is entitled, determined by borrower type as indicated in the patron record. Each library establishes its own list of borrower categories to reflect local conditions. In public libraries, all registered users generally enjoy the same privileges, but in academic libraries, certain privileges, such as length of loan period, may not be the same for faculty and students. In special libraries, privileges may depend on a person's rank in the parent organization.

borrowing library

A library or institution that requests and receives materials from another library, usually on interlibrary loan. Compare with lending library. ***See also***: net borrower.

borrowing period

See: loan period.

borrowing privileges

The rights to which a library borrower is entitled, usually established by registering to receive a library card. Such privileges normally include the right to check out books and other materials from the circulating collection for a designated period of time, interlibrary loan, use of special collections, etc. They may be suspended if fines remain unpaid. In most public libraries, all registered users enjoy the same privileges, but in academic libraries, certain privileges, such as length of loan period, may be different for faculty than for students. In special libraries, borrowing privileges may depend on a person's rank in the parent organization.

boss

A plain or embellished metal knob or raised cleat firmly attached to the outside of a book cover, usually at the center and/or corners. Bosses were used in medieval bookbinding for decorative effect and to protect against wear. Compare with shoe.

bounced

An undeliverable e-mail message returned to the sender's mailbox, usually because the recipient's e-mail address was incorrectly typed, the user unknown to the mail server, or the e-mail box full.

bound as is

An incomplete or defective volume bound in the condition in which it is received by the binder, usually in compliance with specific instructions from the library as indicated on the binding slip.

Bound To Stay Bound (BTSB)

Established in 1920 as a family-owned business, **BTSB** is the leading vendor of prelibrary bound children's books to school and public libraries in the United States, providing a list of 18,000 books and media items. For heavily used titles, libraries rely on **BTSB** because the bindings are so sturdy that the pages usually wear out first. Click here to connect to the **BTSB** homepage.

bowdlerize

To change the text of a literary work by altering or deleting words or entire passages considered objectionable. Derived from the name of the Reverend Thomas Bowdler (1754-1825) who published an edition of the works of Shakespeare in the early 19th century from which passages considered "unfit to be read by a gentleman in the presence of ladies" were omitted. He produced a similar edition of the *Old Testament*. Chaucer's ***Canterbury Tales*** and Jonathan Swift's ***Gulliver's Travels*** have received the same kind of treatment. Synonymous with *expurgate*. ***See also***: censorship and unexpurgated.

Bowker

See: Bowker, Richard Rogers and R. R. Bowker.

Bowker, Richard Rogers (1848-1933)

A literary editor who in 1876 founded, with Frederick Leypoldt and Melvil Dewey, the publication *Library Journal*. In the same year, he helped found the American Library Association and with Leypoldt began publication of *American Catalogue*, a comprehensive index of books published in the United States. In 1879, he purchased *Publishers Weekly* which Leypoldt had created in 1873, assuming editorial control of the trade journal after Leypoldt's death in 1884. During this period, Bowker also helped found a liberal movement within the Republican Party known as the "Mugwumps" which was instrumental in preventing the nomination of Ulysess S. Grant for a third term. In 1880, he traveled to England to start the British edition of *Harper's Magazine*.

Bowker is also known for his interest in international copyright law and his success as a businessman. In 1911, he consolidated his business and publishing interests in the R. R. Bowker Co. which continues to be a leading publisher of reference books on libraries and the publishing industry. Bowker remained an active member of the ALA throughout his life, but refused its presidency three times because he felt the position should be held by a librarian. He finally accepted the title Honorary President when he was in his seventies. Although he eventually lost his sight, he published essays on *The Arts of Life* and two volumes of verse in his later years.

box

In printing, a square or oblong area within a larger area of type, or between two columns, delineated by rules or white spaces that set apart the text and/or illustration contained in it. Also refers to a square or rectangular border of one or more parallel rules, printed around a block of type, sometimes with embellishment at the corners. Type matter set apart in this manner is said to be *boxed-in*.

boxed

A set of books or other documents stored in a close-fitting box-shaped container, usually to keep the volumes together and provide protection, but sometimes for decorative effect. ***See also***: slipcase.

boxed-in

See: box.

box list

An initial list of the contents of an archives box, usually made at the time the materials are packed for transfer, identifying the contents and giving a date range if applicable, used for control and access until a more complete inventory can be undertaken. Synonymous with *consignment list* and *container list*.

bracing

Heavy metal rods attached in the form of a large **X** to the uprights across the back of a section of single-sided shelving, or down the middle of a double-sided section of free-standing shelving, for the purpose of reducing lengthwise sway. Metal braces are also attached to sections in parallel ranges, over the aisles, to reduce side-to-side sway, particularly in geographic areas prone to earthquake.

bracketed interpolation

Description added to a bibliographic record inside square brackets [ ] to indicate information that has been provided by the cataloger, usually because it is not available in or on the item itself, for example, [15] p. indicating that an unpaginated work is fifteen pages long.

Braille

A tactile system of embossed print invented in 1829 by the blind Parisian, Louis Braille, in which the letters of the alphabet are represented by combinations of six raised dots arranged in columns three dots high and two dots wide, to enable visually impaired persons to read by touch. The most widely used tactile medium in the world, Braille is used by libraries in the United States for signage and materials for readers who have significant visual impairments. The form of Braille used in mathematics is called *Nemeth code*. The *Braille Book Review* is available online from the National Library Service for the Blind and Physically Handicapped (NLS). Click here to learn more about Braille.

branch library

An auxiliary service outlet in a library system, housed in a facility separate from the central library, which has at least a basic collection of materials, a regular staff, and established hours, with a budget and policies determined by the central library. A branch library is usually managed by a *branch librarian* who may have responsibility for more than one branch. In a public library system, new branches may be sited on the basis of a comprehensive plan for the entire city, county, region, or library district served by the system. Compare with affiliated library. ***See also***: bookmobile and books-by-mail.

brand name

The part of the name or logo associated with a specific product or service, which can be vocalized, usually letters, words, and/or numerals identifying and distinguishing it from varieties of the same product or service marketed by competing companies (*example*: Coca-Cola versus Pepsi-Cola). When registered with the U.S. Patent and Trademark Office, a brand or part of a brand is known as a trademark.

brass

See: blocking.

breach of contract

Failure to keep the terms of an agreement or contract. Some employment contracts include penalties for breach of certain provisions, such as length of notice required at time of resignation, but enforcement is usually at the discretion of the employer. ***See also***: book contract.

break

See: gap and nongap break.

breviary

A liturgical work containing daily divine Offices (prayers) said by clergy of the Roman Catholic and Eastern Orthodox Churches at the canonical Hours of the day. Hand copied breviaries of the medieval period were often beautifully illuminated (*example*: the 15th century *Breviary of Martin of Aragon* in the collection of the Bibliotheque nationale de France in Paris).

brief

An outline of the evidence and arguments supporting one side of an argument. In a more general sense, any concise statement in written form. In law, a summary statement of the main points of an oral or written argument presented in court. Also refers to a letter of authority, especially one sent by the Pope to the members of a Roman Catholic religious community.

brief record

An abbreviated display of a bibliographic record in an online catalog or database, omitting data elements contained in some of the less essential fields and subfields, in contrast to the full record providing a complete bibliographic description of the item. In most catalogs and bibliographic databases, search results can be displayed in both formats.

bright copy

A copy of an older book that is as fresh and new as the day it was published, a condition likely to command a higher price in the market for antiquarian and used books than a copy of the same edition showing signs of wear. ***See also***: mint.

briticize

To convert to British English the style and spelling of a work written in (or translated into) American English. Compare with americanize.

British Broadcasting Corporation (BBC)

An independent broadcasting service that began daily "wireless" transmission in 1922, supported by individual licenses sold at ten shillings apiece. By the end of the 1930s, the number of licenses had increased to nearly nine million and the **BBC** had become a major patron of the arts. In 1936, the **BBC Television Service** was launched, only be to be closed down during World War II, but the **BBC** emerged from the war with an enhanced reputation for the quality of its news broadcasts.

Today, individuals and businesses in Britain that use or install equipment to receive or record television programming are required to pay an annual license fee in support of the **BBC**, which is run by a 12-member Board of Directors appointed by the Queen in Council to monitor performance standards and appoint a Director-General and upper-level management. Many of the television programs and series shown on PBS in the United States are co-produced with or acquired from the **BBC**. Click here to connect to the homepage of the **BBC**. ***See also***: public television.

British Library

Located mainly in London, **The British Library** is the national library of the United Kingdom (UK), created in 1973 by an act of Parliament which merged the British Museum Library, the National Central Library, the National Lending Library for Science and Technology, and the British National Bibliography. Click here to connect to the homepage of **The British Library**. ***See also***: Bodleian Library

brittle

The condition of being easily broken or shattered. In time, acid papers turn yellow and become brittle, tearing easily and even crumbling under normal use. For paper, the standard test of brittleness is whether the corner of a page can withstand folding in each direction twice. Encapsulation is used to preserve individual sheets, but is not practical for entire volumes. Digital reformatting is replacing conversion to microforms in the preservation of *embrittled* books.

broadcast

Simultaneous transmission to all who own the equipment required to receive a signal communicating information content (radio and television) or to those who have paid for a specific type of communication service (cable television). Compare with multicast.

Also refers to a radio or television program or announcement once it has been transmitted to its audience. In the most general sense, to make any message widely known. The opposite of narrowcast.

broad classification

A classification system in which the main classes are not extensively subdivided, for use in small libraries that do not require close classification to organize their collections effectively.

broader term (BT or B)

In hierarchical classification systems, a subject heading or descriptor that includes another term as a subclass (*example*: "Libraries" listed as a broader term under "School libraries"). In some indexing systems, a subject heading or descriptor may have more than one broader term (*example*: "Documentation" and "Library science" under "Cataloging"). Compare with narrower term (NT) and related term (RT).

broadsheet

A long, narrow unfolded sheet of paper printed on one or both sides, used mainly for advertising purposes and formerly to disseminate religious or political views.

Sometimes used synonymously with broadside. Also refers to a full-size newspaper, as opposed to a tabloid.

broadside

Originally, a large sheet of paper printed across one side only, intended to be read unfolded or posted, bearing a royal proclamation or official notice, but later used to disseminate news or political views. Also used in the 16th century England to distribute ballads and other poems. Sometimes used synonymously with broadsheet. Click here to view online an archival collection of broadsides, courtesy of the *American Memory* project at the Library of Congress.

In modern usage, a large sheet printed on one or both sides, folded down the center for mailing. Sometimes restricted to a sheet on which the text is printed from side to side across the fold. Also refers to the substance of the matter printed in such a format.

brochure

From the French word *brocher* (to stitch). An independent nonserial publication consisting of a few leaves of printed material stitched together, but not bound, usually issued in paper covers. Considered ephemera in most libraries, brochures are not cataloged separately unless they are of historical interest, or issued by a government agency and selected for inclusion in a government documents collection. Used synonymously with pamphlet.

Brodart

A commercial company that supplies books, furniture, equipment, supplies, and automation services to libraries of all kinds, largely through its printed trade catalog. Click here to connect to the **Brodart** homepage. ***See also***: DEMCO and Highsmith.

broken link

A link in an HTML document which is not functioning properly, usually because the link address is incorrect or the Web site is no longer available or has been moved to another server with no forwarding address provided. When a broken link is selected in a Web document, an error message appears on the screen. The tendency of links in a hypertext document to become nonfunctional over time is known colloquially as *link rot*.

broken up

A book disassembled to enable its parts (usually plates or other illustrations) to be sold separately. Copies of the *Gutenberg Bible* have been broken up and the leaves can be sold separately.

browsability

The ease with which a library catalog, index, bibliographic database, or other list of resources can be searched in a casual, unsystematic manner. A printed index is often more *browsable* than its online counterpart because the page format makes it easy for the user to scan a list of headings to find related information. ***See also***: serendipity.

browse

To look through a library collection, catalog, bibliography, index, bibliographic database, or other finding tool in a casual search for items of interest, without clearly defined intentions. To facilitate browsing, libraries assign similar call numbers to items on the same subject, which groups them together on the shelf.

In information retrieval, a search directed by the user in a dynamic but casual way. A clearly formulated query may determine the initial point of entry into an index or database, but searches that begin systematically often give way to an exploratory approach as new terminology is revealed in the results retrieved. Some researchers consider printed indexes to be more browsable than electronic databases because page format allows the user to scan with ease the headings and entries that precede and follow the initial point of access.

Also, to search for information available on the World Wide Web in a casual, serendipitous manner. Hypertext is designed to facilitate online browsing by providing embedded links to related documents and electronic resources (this online dictionary is an example). Compare with surf. ***See also***: Web browser.

browser

A person who searches a library collection, catalog, index, bibliography, bibliographic database, or other list of resources in a casual, unsystematic manner. ***See also***: serendipity.

Also refers to a type of application software called a Web browser, designed to facilitate searching for information available on the Internet.

browser cache

The portion of microcomputer memory reserved by Web browser software for storing the contents of Web pages previously visited by the user, reducing the amount of time required to revisit a page using the same machine. Clicking on "Reload" or "Refresh" in the toolbar of a browser will cause the Web page displayed on the screen to be retrieved from its original remote address, rather than from the cache. Most browsers allow the user to specify the length of time search history will be retained before it is automatically deleted.

BSA

See: **B**ibliographical **S**ociety of **A**merica.

BT (or B)

See: **b**roader **t**erm.

BTSB

See: **B**ound **T**o **S**tay **B**ound.

buckram

A strong, durable book cloth consisting of a heavy woven base in cotton, linen, or jute filled with starch or impregnated with pyroxylin, used to cover volumes for which heavy use is anticipated (bound periodicals, periodical indexes, children's picture books, etc.).

budget

The total amount of funds available to meet a library's expenditures over a fixed period of time (usually one or two years). In most budgets, funds are allocated by category of expenditure, called *lines*. In chronically under-funded libraries and library systems, *budgeting* can be a major source of frustration for librarians and library administration. ***See also***: line-item budget, operating budget, and zero-base budget.

buffer

In computing, temporary storage (usually RAM) used for data while it is being processed, or for special purposes such as the transfer of data between two system components which have different operating speeds, for example, a printer and a CPU capable of processing data more quickly than output can be printed. A buffer may be a section of memory reserved for a specific processing function, or a portion of general memory allocated and deallocated as needed.

In papermaking, a substance or mixture of substances added to paper stock during manufacture to control the acidity or alkalinity of the product. In document preservation, a substance or mixture used to maintain the acidity or alkalinity of paper (or of a solution) at an optimum level.

buffered paper

Printing paper to which an alkaline substance, such as calcium carbonate or magnesium carbonate, is added in manufacture to neutralize any acid produced internally as a result of aging, or introduced by acid migration or exposure to atmospheric pollution. *Non-buffered* paper is required for certain types of photographic prints.

buffering

In papermaking, the addition of an alkaline substance such as calcium carbonate or magnesium carbonate to the pulped fiber to neutralize any acid that may develop as paper ages, or be introduced through acid migration or exposure to atmospheric pollution. Extent of buffering is indicated as a percentage of the paper weight, usually no more than 2-3%.

bug

In computing, a slang term for a persistent error in software or hardware. Once it has been located, a software bug can be corrected by altering the program, a process known as *debugging*. To correct a hardware bug, it is usually necessary to reconfigure circuitry. Compare with glitch.

Also refers to an electronic eavesdropping device installed in a telephone receiver, or in some other hidden location, usually for the purpose of espionage.

bulk

The thickness of a book without its cover, normally less after binding than in its unbound state. Also, the thickness of a sheet of paper in relation to its weight, as measured in thousandths of an inch. The thickness of printing papers is also measured in pages-per-inch. Publishers sometimes "bulk" a short text by printing it on thick,

low-density paper. India paper and bible paper are used to *reduce* the bulk of a large volume.

bulk lending

The lending of a large volume of materials by one library to another, usually for a period of time longer than the normal borrowing period. Books published in large print and books-on-tape are sometimes loaned in bulk to the branch libraries within a public library system, or even outside the system.

bull

Narrowly speaking, a document, letter, edict, or decree issued by the Pope, to which his official seal (*Bulla*) is affixed. Also refers to any statement of belief or doctrine, whether ecclesiastical or not.

bullet

In printing, word processing, and Web page design, a small graphical element, usually in the shape of a:

- small circle,
- large dot,
- square,
- diamond,
- or other shape

used to emphasize a part of a text or to itemize an unnumbered list. Such a list is said to be *bulleted*.

bulletin

A periodical, usually in the form of a pamphlet, issued by a government agency, society, or other institution, containing announcements, news, and information of current interest, usually more substantial than a newsletter. In a more general sense, any brief report on the latest developments in an ongoing process or situation, issued in print or nonprint format. Abbreviated *bull*. ***See also***: bulletin board.

bulletin board

A flat notice board, usually attached to a wall near the entrance to a library, used to display announcements of forthcoming events, dust jackets removed from new books recently added to the collection, reading lists, comments and suggestions from library users (sometimes with responses from the library administration), and other information pertinent to library operations. Some libraries use a kiosk for this purpose. ***See also***: bulletin board system.

bulletin board system (BBS)

An online messaging system and discussion forum that allows users to post notices and comments to members of an interest group connected to the same network. A **BBS** is similar in function to a Web site, but lacks graphics and has its own telephone number which the user must dial with the aid of a communications program. Bulletin board systems have been largely superseded in the United States by the World Wide Web, but are still used in parts of the world which lack direct access to the Internet.

Compare with mailing list.

bumped

The condition of a binding that has at least one corner bent, compressed, or rounded by forceful contact with a hard surface, such as the floor in a fall from a bookshelf.

bureau

An office or department within an organization or government agency, responsible for collecting and disseminating information, usually on a specific topic, in a particular field, or of a certain type, for example, demographic information in the case of the U.S. Census Bureau.

burlesque

From the Italian word *burla* meaning "mockery." A crude form of satire in which the style of a work, or of an entire genre, is ridiculed by trivializing a serious subject or dignifying a trivial one, usually in the form of a stage performance. The purpose is to amuse and entertain, rather than to inform. Compare with parody.

burnish

In bookbinding, to polish the colored or gilt edges of a volume with a smooth hard tool, such as an agate, until the surface gleams elegantly in the light. Left unburnished, a gilt edge is *antique*.

burnout

A serious and sometimes irreversible decline in staff morale due to chronic overwork, which may result in increased absenteeism, backlogs, high turnover, and deterioration in quality of service. Also spelled *burn-out*.

business library

A branch of a metropolitan public library system which serves the specialized information needs of persons engaged in business, usually located in or near the commercial or financial district. Also, a separately administered library associated with the business department of a college or university, administered to serve the curriculum needs of the business faculty and the information needs of students enrolled in courses in business, management, accounting, and related fields. The collection usually includes books, periodicals, and reference materials on business, as well as company reports, economic and business statistics, business-related periodical indexes and databases, etc., managed by a *business librarian*. Compare with corporation library.

buying guide

A publication intended for professional librarians, providing authoritative guidance on the purchase of a specific type of resource (*example*: ***Purchasing an Encyclopedia: Twelve Points to Consider*** published by the American Library Association in 1996). Buying guides usually begin with a discussion of evaluation techniques, then provide detailed analysis of possible selections, usually broken down by type of work. The relative strengths/weaknesses of available alternatives may be presented in tabular format to facilitate comparison. Also used synonymously with

consumer guide.

B-word
See: biblio-.

byline
A line of type, usually printed at the beginning or end of a newspaper or magazine article to indicate its authorship. ***See also***: date line.

byte
The common unit of computer storage used in digital computers of all types and sizes, composed of eight binary digits called bits. Hardware specifications for computers (microcomputers to mainframes) are indicated in bytes. Each unique sequence of eight bits can encode a single character, for a total of 256 possible characters. In ASCII text, the characters are alphanumeric. Disagreement exists about the origin of the term. It may be an abbreviation of ***binary table*** or ***binary term***, or derived from the expression "by eights."

1 byte = 8 bits
1 kilobyte (K) = 1,024 bytes
1 megabyte (MB) = 1,024 kilobytes or approximately one million bytes
1 gigabyte (GB) = 1,024 megabytes or approximately one billion bytes

Text and image files are usually measured in kilobytes, portable storage and program files in megabytes, and hard disk capacity in gigabytes.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

C

cache
A small section of dedicated high-speed memory built into a microcomputer to improve system performance by providing temporary storage for blocks of data and instructions which would otherwise be retrieved from slower memory. As a general rule, the larger the cache, the greater the enhancement of performance and speed. Pronounced "cash." ***See also***: browser cache.

cadastral map
From the Latin word *capitastrum* meaning "register of the poll tax." A map showing boundaries and subdivisions, made to record ownership and rights in land, and to describe and establish the value of property, usually for the purpose of tax assessment.

CALA
See: **C**hinese **A**merican **L**ibrarians **A**ssociation.

Caldecott Medal

A literary award given annually since 1938 under the auspices of the American Library Association to the illustrator of the most distinguished children's picture book published in the United States during the preceding year. The medal is donated by the family of Frederic G. Melcher. Click here to view a list of Caldecott Medal winners. Compare with Newbery Medal. ***See also***: Amelia Frances Howard-Gibbon Illustrator's Award and Greenaway Medal.

calendar

A list of the days in a year, usually arranged by month and within each month by week, sometimes indicating the dates of important events such as national and religious holidays. Also, an almanac listing days of the year which are of special significance to a particular culture or political entity. Compare with chronology. ***See also***: calendar year.

Also refers to a list of the documents included in an archival collection (rolls, charters, state papers, etc.), usually annotated to indicate the date, contents, and other characteristics of each item.

calendar year

The one-year period beginning on January 1 and ending on December 31. Most journal subscriptions run for a single calendar year, although an incentive may be offered to subscribe or renew for two or more years. Compare with publication year. ***See also***: subscription cycle.

calender

The part of a papermaking machine consisting of a series of rollers designed to smooth paper after drying, reducing its permeability to moisture by closing the pores in its surface. In *calendering*, the degree of smoothness depends on the amount of pressure applied by the rollers.

calf

A leather binding made from the skin of a calf usually no more than a few weeks old. The smooth, unblemished surface of calf made it the preferred material in England for hand-binding trade editions, but not on the Continent where printed books were usually sold in paper covers to be bound at the discretion of the purchaser. Calf bindings can be dyed any color and decorated in various ways (marbled, mottled, speckled, stained, tooled, etc.). ***See also***: ooze leather and rough.

calligraphy

The art of elegant handwriting. A highly skilled penman is a *calligrapher*. The term also refers to handwritten characters, words, pages, and even entire documents which meet the aesthetic requirements of highly skilled penmanship. In Far Eastern cultures, calligraphy is done with a pointed brush held in a vertical position. In Western and Islamic cultures, it is done with a reed, quill, or nib pen held at an angle to the writing surface. ***See also***: book hand and scribe.

call number

A unique code printed on a label affixed to the outside of an item in a library collection, usually the lower spine of a book or videocassette, also handwritten or printed on a label inside the item. Assigned by the cataloger, the call number is also displayed in the bibliographic record representing the item in the library catalog, to identify the work, indicate its subject classification, and give its location on the shelf relative to other items of similar classification.

A call number is composed of the notation identifying the class assigned to the item, followed by an author mark to distinguish the work from others of the same class, followed by a work mark distinguishing the title from other works of the same class by the same author, and sometimes other information such as publication date, volume number, copy number, and location symbol.

In Library of Congress Classification (LCC), used by most academic and research libraries in the United States, class notation begins with letters of the English alphabet (*example:* **PN 2035.H336 1991**). In Dewey Decimal Classification (DDC), used by most public and school libraries in the United States, class notation consists of arabic numerals (*example:* **480.0924 W3**). U.S. federal government documents are assigned SuDocs numbers (*example*: **L 2.2:M 76**).

call slip

A brief form that must be filled out by a registered borrower to request an item from the closed stacks of a library, usually retrieved by hand by a staff member called a page, although automated and semi-automated systems are used in some large libraries.

cameo

A typeface used for special effect in which the normal method of printing is reversed, the characters appearing in white against a solid or shaded background, instead of in black against a light background. Compare with outline letter.

cameo binding

A style of bookbinding popular in Italy from about 1500-1560 in which the centers of the boards forming the cover are stamped in relief in imitation of a coin or medallion. The decoration may be left blind, or embellished with ink, silver, or gold leaf. Synonymous with *plaquette binding*. Compare with centerpiece.

cameo stamp

In binding, a metal tool of oval shape, engraved with a design, usually in the form of a picture, used from the 11th to 16th century in blind tooling to make an impression resembling cameo jewelry on the side of a leather-bound book. ***See also***: cameo binding

camera microfilm

In reprography, an image of an original source document, made with a camera on high-quality film, usually retained by the producer for the purpose of making archival or distribution copies. Synonymous with *first generation* and *master negative*.

camera-ready copy (CRC)

In printing, copy typed using word processing software, or produced by some other means, which has been fully edited and is ready to be photographed for platemaking without having to be typeset. Synonymous with *camera copy*.

Canadian Booksellers Association (CBA)

A nonprofit national trade association devoted to promoting the current and future interests of the bookselling industry in Canada and to meeting the needs of Canadian booksellers. Its members include over 1200 bookstores and over 350 publishers across Canada. **CBA** publishes the trade journal *Canadian Bookseller* in nine issues per year. Click here to connect to the **CBA** homepage.

Canadian Library Association(CLA)

Founded in 1946, **CLA** has a membership of librarians and other persons involved or interested in libraries, librarianship, and information science in Canada. An affiliate of the American Library Association, **CLA** sponsors a national conference held at a different location in Canada each year. **CLA** is also co-publisher with the ALA and the Library Association (UK) of *Anglo-American Cataloging Rules*. Click here to connect to the **CLA** homepage.

Canadian Publishers' Council (CPC)

Founded in 1910, **CPC** is a trade association representing the interests of Canadian publishers of English-language books and media for schools, colleges and universities, professional and reference markets, and the retail and library sectors. Located in Toronto, **CPC** also represents the Canadian publishing industry internationally and maintains a liaison with the Association of American Publishers. Click here to connect to the **CPC** homepage.

cancel

A new leaf or leaves printed to replace part of a book or other publication when changes are required in the text or illustrations, usually before binding but after the work has gone to press, more common in the 17th and 18th centuries than today because as printing developed, the frequency of printing errors declined.

cancellation period

The period of time a library allows a publisher, jobber, or other vendor for shipment of a book or item before the order is automatically canceled, usually 90-180 days. The item may subsequently be reordered from the same vendor, or a different source.

canceled

Said of a regular order, continuation order, or periodical subscription terminated for some reason by the library or the seller. A nonserial item may be reordered if it is still available. Library holdings of a canceled serial title are noted in the catalog record in a closed entry. Serial cancellations have increased in recent years, particularly in academic libraries, due to the rising cost of print subscriptions and the availability of full-text in periodical databases. Compare with discontinued.

candidate

A person whose application for employment has been accepted and who is being

seriously considered for a position. Also refers to a person taking an examination, running for an elected office, considered for an award or degree, or destined for a particular purpose or fate. ***See also***: short list.

canon

In literature, the accepted list of works by a given author, considered by scholars to be authentic, for example, the thirty-seven plays of William Shakespeare. Also refers to the approved list of works included in the Christian ***Bible***. In the most general sense, a criterion or standard of judgment applied for the purpose of evaluation. Compare with apocryphal. ***See also***: canonical order.

canonical order

The arrangement of headings, parts, divisions, or items in an order established by law or tradition, the classic example being the sequence of the books of the Christian ***Bible***.

canto

A major subdivision of a long narrative or epic poem, serving the same function as a chapter in a novel. Cantos are traditionally numbered in roman numerals. Examples of works divided in this way are Dante's ***Divina Commedia***, Spenser's ***Faerie Queene***, and Byron's ***Don Juan***.

capital expenditure

In budgeting, an allocation made on a one-time basis, usually for the construction of new facilities, the renovation or expansion existing facilities, or a major upgrade of automation equipment or systems, as opposed to the operating budget allocated annually or biennially to meet ongoing expenses incurred in running a library or library system.

capital improvement

The acquisition of a long-term asset, such as a new or renovated facility, initial book stock, or new equipment, furnishings, or vehicle(s), funded on a one-time basis from a budget for capital expenditures, as distinct from the ongoing purchase of library materials, payment of salaries and wages, routine repair and replacement of existing equipment and furnishings, and regular maintenance of facilities, funded from the operating budget.

capitalization

The writing or printing of a letter, word, or words in uppercase, rather than lowercase. Also refers to the conventions in a language with respect to words written or printed with certain letters in uppercase. For example, in English the first letter of the first word of a paragraph, and of each of the parts of a proper name, is normally *capitalized* (unless you are a cockroach and not heavy enough to depress the "Caps" key). The general rules governing capitalization in library catalog entries can be found in *Appendix A* of *AACR2*.

capital letter

A large letter of the roman alphabet (**A**, **B**, **C**, etc.) which prior to the 4th century

A.D. consisted of capitals only. The name is derived from the lapidary Roman letterforms incised with a chisel at the top (*capital*) of architectural columns and on other stone monuments. Also, any letter written or printed in a form larger and usually different from that of the corresponding small letter. Abbreviated *cap*. Synonymous with uppercase. Compare with majuscule. ***See also***: capitalization, cap line, rustic capital, small capital, and square capital.

cap line

In typography, the imaginary horizontal line connecting the tops of the uppercase letters of a type font, often, but not necessarily, the same as the ascender line. Compare with mean line. ***See also***: base line.

caps

See: capital letter.

capsa

A box of cylindrical shape used in ancient libraries to store scrolls in an upright position. ***See also***: scrinium.

caption

From the Latin word for "capture" or "seizure." A brief title, explanation, or description appearing immediately above, beneath, or adjacent to an illustration or photograph on a page, sometimes indicating the source of the image. Synonymous in this sense with *cut line* or legend.

Also refers to a heading printed at the beginning of a chapter or other section of a book, and to the headline at the beginning of the text of a periodical article, or section of it.

In microforms, a title or brief line of description in a type size large enough to enable the viewer to identify the photographed document without the aid of magnification. In films and filmstrips, a line of text at the bottom of a frame or sequence of frames, identifying or explaining the content. A continuously moving line of text at the bottom of television screen is called a *crawl*. Compare with subtitle. ***See also***: closed caption.

caption title

A title printed at the beginning of a chapter, section, or other major division of a book, or at the beginning of the first page of the text, which, in the absence of a title page, is sometimes used as the title of the whole in creating the bibliographic description. The cataloger usually adds "caption title" as a note in the bibliographic record to indicate its source. In a musical score, the title that appears immediately above the opening bars may be used as the caption title. Synonymous with *head title*. Compare with drop-down title.

card catalog

A list of the holdings of a library, printed, typed, or handwritten on catalog cards, each representing a single bibliographic item in the collection. Catalog cards are normally filed in a single alphabetical sequence (dictionary catalog), or in separate

sections by author, title, and subject (divided catalog), in the long narrow drawers of a specially designed filing cabinet, usually constructed of wood. Most large and medium-sized libraries in the United States have converted their card catalogs to machine-readable format. Also spelled *card catalogue*. Compare with online catalog.

caricature

A deliberately distorted picture of a person, or imitation of a performance or literary style, achieved by grossly exaggerating certain features or mannerisms peculiar to the object of satire. ***See also***: cartoon and lampoon.

Carnegie library

A library facility constructed wholly or in part with grant funds provided by the American steel magnate and philanthropist Andrew Carnegie (1835-1919) who, in his later years, devoted his considerable wealth to the promotion of libraries and world peace. Between 1881 and 1917, over 2,500 Carnegie libraries were built around the world, the majority in the United States, United Kingdom, and Canada. The libraries of many small towns in the United States still occupy facilities built with Carnegie funds. Click here to learn more about the Carnegie library formula. ***See also***: Carnegie Medal.

Carnegie Medal

A literary award presented annually since 1936 by the Library Association of the United Kingdom to the author of the most outstanding English-language children's book published in the U.K. during the preceding year. The prize is named after the American steel magnate and philanthropist Andrew Carnegie (1835-1919) who devoted the last years of his life to the advancement of libraries and world peace. Click here to view a list of Carnegie Medal winners. Compare with Greenaway Medal. ***See also***: CLA Book of the Year for Children and Newbery Medal.

Carolingian minuscule

The first script to introduce small letters, Carolingian minuscule was developed in the late 8th century by Alcuin of York, Abbot of St. Martin's at Tours, in response to Charlemagne's desire for a standard alphabet in which books of the Catholic Church could be copied throughout his realm. It quickly became the dominant book hand in Europe where it was used through the 11th century and adopted in England following the Norman Conquest. Its letterforms are wide and curved, with ligatures sparingly used, each letter written separately. Carolingian style standardized the practice of beginning each sentence with a single majuscule and completing it in minuscules, and formed the basis for the lowercase letterforms developed after the invention of movable type. Synonymous with *Caroline minuscule*.

carousel

A detachable, circular slotted container, usually made of plastic, in which dozens of slides can be queued for sequential viewing on a specially-designed slide projector. Although carousels are bulky, they can also be used to store slides when not in use. Compare with magazine.

carrel

Originally a small stall or pew in a medieval cloister containing a desk for reading, writing, and semi-private study. In modern libraries, a small room or alcove in the stacks designed for individual study. Also refers to a free-standing desk (or two desks face-to-face) with low partitions at back and sides to provide some degree of privacy, with a shelf across the back facing the reader. Newer study carrels have built-in illumination and may be wired to provide network access for patrons using laptops.

cartobibliography

A list of references to maps and/or works about maps, arranged in some kind of order, with or without annotations. Also, the branch of bibliography pertaining to maps and mapping. ***See also***: cartographic material.

cartogram

A simplified map in which the size, outline, or location of geographic features is altered or exaggerated to illustrate diagrammatically a principal concept or set of statistical data.

cartographic material

Any representation of part or all of the surface of the earth or any other celestial body (real or imaginary) on any scale, including two- and three-dimensional maps, atlases, globes, aeronautical and navigational charts, aerial photographs, sections, cartograms, bird's-eye views, etc. In the bibliographic record representing a cartographic item, the nature of the material is described in the material specific details area (MSD). ***See also***: cartography and map library.

cartography

The art and craft of making maps and other cartographic materials. A person who makes or produces maps is a *cartographer*. Synonymous with *mapmaking*. ***See also***: cartobibliography.

cartoon

A symbolic or representational drawing in one or more panels, intended to caricature a person or institution, or satirize in a witty and imaginative way an action or situation of current popular interest. Usually published in a newspaper or magazine, cartoons may be captioned or use balloons to convey monologue or dialogue. Political cartoons usually appear on or near the editorial page of a newspaper. Successful *cartoonists* are often syndicated. Click here to see an online exhibit of political cartoons by Pat Oliphant on the Library of Congress Web site. ***See also***: comic book and lampoon.

Also refers to an animated film created by photographing a series of drawings done as individual cels, and then editing the images into a sequence of frames which, when viewed in rapid succession, create the illusion of continuous motion.

In art, a full-sized drawing done on paper as a preliminary draft, to be transferred to a large working surface, sometimes in sections, a technique used in creating large frescoes, tapestries, and stained glass windows.

cartouche

An ornamental frame in the form of a scroll, drawn or printed in the corner of a map around an inscription giving the map's title or subject, name of cartographer, scale, and other descriptive information. In older maps, the cartouche often includes decorative elements. Sometimes seen on older book bindings.

case

In machine binding, a cover made completely before it is attached to the body of a book, consisting of two boards and a paper inlay covered in book cloth or some other protective material. The edition binder submits a *specimen case* to the publisher for approval showing the size, boards, covering, lettering, and squares. The process of attaching the case to the text block by pasting down the endpapers is called *casing-in*. ***See also***: case binding and recased.

Also refers to a container used by a typesetter to hold movable type. The words uppercase and lowercase are derived from the relative positions of the compartments used to store the two kinds of type.

case binding

A form of bookbinding in which a hard cover, called a case, consisting of two boards and an inlay covered in cloth, leather, or paper, is manufactured separately from the book and subsequently attached to it. The process of attaching the case to the sewn and glued sections by pasting the endpapers to the boards is called *casing-in*. ***See also***: recased.

casebook

A book containing records or descriptions of actual cases that have occurred in a professional discipline (law, medicine, psychology, sociology, social work, counseling, etc.), selected to illustrate important principles and concepts, for the use of students as a textbook and practitioners for reference. Compare with case study

cased

See: case binding.

case-sensitive

A computer system or software program in which uppercase letters (**A**, **B**, **C**...) and lowercase letters (**a**, **b**, **c**...) are *not* interchangeable as input (**JAVA** versus **java**). On the Internet, Web addresses (URLs) are case-sensitive, but e-mail addresses and filenames usually are not.

case study

In the social and medical sciences, analysis of the behavior of one individual in a population, or a single event in a series, based on close observation over a period of time. A case study may be published as an article in a journal, as an essay in a collection, or in book form. In bibliographic databases that permit the user to limit retrieval by type of publication, case studies may be one of the options (*example*: ***PsycINFO***). Compare with casebook.

casing-in

See: case binding.

catalog

A comprehensive list of the books, periodicals, maps, and other materials in a given collection, arranged in systematic order to facilitate retrieval (usually alphabetically by author, title, and/or subject). In most modern libraries, the card catalog has been converted to machine-readable bibliographic records and is available online. The purpose of a library catalog, as stated by Charles C. Cutter in ***Rules for a Dictionary Catalog*** (1904) later modified by Bohdan S. Wynar in ***Introduction to Cataloging and Classification*** (*Seventh ed., 1985*), is to offer the user a variety of approaches or access points to the information contained in the collection:

Objects:

1) To enable a person to find any work, whether issued in print or in nonprint format, when one of the following is known:
   - a) The author
   - b) The title
   - c) The subject

2) To show what the library has
   - d) By a given author
   - e) On a given and related subjects
   - f) In a given kind of literature

3) To assist in the choice of a work
   - g) As to the bibliographic edition
   - h) As to its character (literary or topical).

The preparation of entries for a library catalog (called cataloging) is performed by a librarian known as a cataloger. British spelling is *catalogue*. Compare with bibliography and index. ***See also***: classified catalog, dictionary catalog, divided catalog, and online catalog.

In a more general sense, any list of materials systematically prepared for a specific purpose, such as a publisher's catalog, exhibition catalog, or film rental catalog.

catalog card

In manual cataloging systems, a paper card used to make a handwritten, typed, or printed entry in a card catalog, usually of standard size (7.5 cm high and 12.5 cm wide), plain or ruled. With the conversion of paper records to machine readable format and the use of online catalogs, catalog cards have fallen into disuse. British spelling is *catalogue card*.

catalog code

A detailed set of rules for preparing bibliographic records to represent items added to a library collection, established to maintain consistency within the catalog and between the catalogs of libraries using the same code. In the United States, Great Britain, and Canada, libraries use the *Anglo-American Cataloging Rules* developed jointly by the American Library Association, Library Association (UK), and Canadian Library Association.

cataloger

A librarian primarily responsible for preparing bibliographic records to represent the items acquired by a library, including bibliographic description, subject analysis, and classification. Also refers to the librarian responsible for supervising a cataloging department. British spelling is *cataloguer*. Synonymous with *catalog librarian*. ***See also***: Association for Library Collections and Technical Services and *Cataloger's Desktop*.

Cataloger's Desktop

Published on a single CD-ROM, ***Cataloger's Desktop*** is a product of the Library of Congress that provides basic cataloging documentation (including MARC formats), the Library of Congress Subject Headings list, Cutter table, and much more, based on the 1998 revision of *AACR2*, including all Amendments. Click here to learn more about ***Cataloger's Desktop***.

cataloging

The process of creating entries for a catalog. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation, and all the activities involved in physically preparing the item for the shelf, tasks usually performed under the supervision of a librarian trained as a cataloger. British spelling is *cataloguing*. ***See also***: cataloging agency, cataloging-in-publication, centralized cataloging, collective cataloging, cooperative cataloging, copy cataloging, descriptive cataloging, encoding level, and recataloging.

cataloging agency

A library or other institution that provides authoritative cataloging data in the form of new bibliographic records and modifications of existing records, for the use of other libraries. In the United States, the leading source of cataloging data is the Library of Congress. In the MARC record, the identity of the cataloging agency is indicated by its three-letter OCLC symbol in the cataloging source field (*example*: **DLC** for Library of Congress).

Cataloging Distribution Service (CDS)

An agency within the Library of Congress that develops and markets, on a cost-recovery basis, bibliographic products and services that provide access to its resources for libraries in the United States, the American public, and the international information community. To accomplish its goals, the **CDS** employs librarians, product developers, systems analysts, programmers, operators, marketers, shippers, customer service representatives, accountants, and production staff. Click here to connect to the **CDS** homepage.

cataloging-in-publication (CIP)

A prepublication cataloging program in which participating publishers complete a standardized data sheet and submit it with the front matter or entire text of new book (usually still in galleys) to the Library of Congress for use in assigning an LCCN and preparing a bibliographic record which is sent back to the publisher within ten days to be printed on the verso of the title page. The Library of Congress distributes **CIP** records to large libraries, bibliographic utilities, and book vendors on a weekly basis

to facilitate book processing. If incomplete, the initial record may be amended by the Library of Congress after the U.S. Copyright Office receives the deposit copy of the published work. The CIP Program began at the Library of Congress in 1971 and is used throughout the world. British spelling is *cataloguing-in-publication*. Click here to connect to the **CIP** homepage.

cataloging level
See: encoding level.

cataloging source
Field (040) of the MARC record, reserved for the three-letter OCLC symbol representing the cataloging agency that created, transcribed, or modified the bibliographic record (*example*: **DLC** for Library of Congress). If English is not the language of the cataloging agency, the 040 field may also contain information about the language in which the item is cataloged.

catalog record
In the manual card catalog, all the information given on a library catalog card, including a description of the item, the main entry, any added entries and subject headings, notes, and the call number. In the online catalog, the screen display that represents most fully a specific edition of a work, including elements of description and access points taken from the complete machine-readable bibliographic record, as well as information about the holdings of the local library or library system (copies, location, call number, status, etc.) taken from the item records attached to the bibliographic record. British spelling is *catalogue record*. Compare with entry.

catch letters
A sequence of letters (usually three) printed at the top of a page in a dictionary, gazetteer, or similar work, which duplicate the first few letters of the first or last word on the page. Those printed on the verso indicate the first letters of the *first* word on the page; those on the recto, the first letters of the *last* word on the page. In some works, the letters appear in two groups separated by a hyphen, representing the first *and* last words on the page. Compare with catchword.

catch stitch
See: kettle stitch.

catch title
See: catchword title.

catchword
A word or part of a word printed in boldface or uppercase at the top of a column or page in a dictionary or encyclopedia, which repeats the first and/or last heading appearing in the column or on the page. Synonymous with *guideword*. Compare in this sense with catch letters.

In medieval manuscripts and early printed books, a word or part of a word given below the last line on a page, which repeats the first word on the following page to

enable the binder to assemble the leaves in correct sequence.

Also refers to a word or phrase repeated so frequently that it has become a motto or slogan. Compare in this sense with cliche.

catchword title
A partial title composed of an easily remembered word or phrase likely to be used as a heading or keyword in a search of the library catalog, sometimes the same as a subtitle or the alternative title. Synonymous with *catch title*.

cathedral binding
A cloth or leather binding decorated with architectural motifs of the Gothic period, sometimes even including a rose window, popular in France and England from about 1815 to 1840 when interest in Gothic art underwent a revival.

Catholic Library Association (CLA)
Established in 1921, **CLA** has a membership of librarians, teachers, and booksellers involved with Catholic libraries and the writing, publication, and distribution of Catholic literature. **CLA** publishes the quarterly *Catholic Library World*. Click here to connect to the **CLA** homepage.

CatME
OCLC's ***Cat****aloging* ***M****icro* ***E****nhancer*, software that enables catalogers to search the *WorldCat* database and *OCLC Authority File* interactively online, edit bibliographic and authority records offline, and send updates to OCLC in batches to increase cataloging efficiency and reduce costs. Click here to learn more about ***CatME***.

caucus
An interest group within a political faction or party, legislative body, or organization, formed (sometimes spontaneously) to address an immediate need for action on a given issue or series of related issues, usually by formulating policy, supporting candidates for political office, drafting campaign strategy, lobbying, etc. (*example*: Black Caucus of the ALA). Compare with task force.

causal relation
See: semantic relation.

Caxton, William, c. 1422?-1491
England's first printer, **Caxton** learned the trade relatively late in life while living in Cologne and Bruges. He brought the first printing press to England and installed it in the Chapter House at Westminster Abbey, issuing the first dated book known to have been printed in England (probably his *The Dictes and Sayings of the Philosophers*) in 1477. By the time he died in 1491, his press had issued approximately one hundred works, including folio editions of Chaucer's *Canterbury Tales* (1478) and Mallory's *Morte D'Arthur* (1485) which he sold to English readers in bound copies. He was an expert editor and translated into English many of the works he printed. For a succinct, informative essay on the life and work of **William Caxton**, see the entry under his name in Geoffrey Glaister's ***Encyclopedia of the Book*** (Oak Knoll: 1996). ***See also***:

Gutenberg, Johann.

CBA

See: **C**anadian **B**ooksellers **A**ssociation and **C**enter for **B**ook **A**rts.

CBC

See: **C**hildren's **B**ook **C**ouncil.

CBIP

See: **C**hildren's **B**ooks **i**n **P**rint.

CC

See: **c**losed **c**aption and **c**ommon **c**arrier.

CCC

See: **C**opyright **C**learance **C**enter.

CCTV

See: **c**losed **c**ircuit **t**ele**v**ision.

CD

See: **c**ompact **d**isc.

CD-ROM

Compact **D**isc-**R**ead **O**nly **M**emory (pronounced "see dee rom"), a small plastic optical disk similar to an audio compact disk, measuring 4.72 inches (12 centimeters) in diameter, used as a publishing medium and for storing information in digital format. Stamped by the producer on the metallic surface, the data encoded on a CD-ROM can be searched and displayed on a computer screen, but not changed or erased. The disc is read by a small laser beam inside a device called a CD-ROM drive.

Each disc has the capacity to store 650 megabytes of data, the equivalent of 250,000-300,000 pages of text or approximately 1,000 books of average length. CD-ROMs can be used to store sound tracks, still or moving images, and computer files, as well as text. In libraries, CD-ROMs are used primarily as a storage medium for bibliographic databases and full text resources, mostly dictionaries, encyclopedias and other reference works. Compare with WORM. ***See also***: CD-ROM drive, CD-ROM tower, and CD-ROM network.

CD-ROM changer

A computer hardware device designed to store a small number of CD-ROMs or disc modules, with carousels and robot arms to move one disc at a time to an optical or magnetic reader, and back to its storage location. Colloquially known as a *jukebox*. Compare with CD-ROM drive and CD-ROM tower.

CD-ROM drive

A hardware component designed to read data recorded on a CD-ROM disc, originally an external device, but built into most newer microcomputers. CD-ROM drives can

also be used to play audio compact discs when attached to a sound card via cable. Compare with CD-ROM changer and CD-ROM tower.

CD-ROM LAN

See: CD-ROM network.

CD-ROM network

A client-server system that makes multiple CD-ROM discs stored in a CD-ROM tower accessible to users authorized to log on to a computer network. Most bibliographic databases available on CD-ROM require special licensing for network access. Synonymous with CD-ROM LAN.

CD-ROM tower

A computer hardware device designed to store a large number of CD-ROM discs, usually connected to a server programmed to handle network access. Compare with CD-ROM drive and CD-ROM changer.

CDS

See: **C**ataloging **D**istribution **S**ervice.

ceased publication

Said of a periodical no longer published. Publication may start up again under the same title or an altered title. Also said of a work published in more than one volume, which was never completed. Library holdings are indicated in a closed entry. Compare with canceled and discontinued. ***See also***: cessation.

cel

A thin sheet of transparent material of standard size (usually acetate), having the same proportions as a frame of motion picture film, on which is drawn or painted a single image in a sequence of animation. Original cels from early animated films may have independent value as works of art. Also refers to a transparent sheet used as an overlay against an opaque background, as in textbooks on anatomy to show in layers the various systems of the human body (circulatory, nervous, skeletal, etc.).

cell

See: alcove.

cellulose

The fibrous vegetable material used in papermaking, derived primarily from wood pulp, but formerly from cotton or linen rags. The cellulose in paper and board made from wood pulp is weakened over time by the presence of acid unless lignin is removed in manufacture and an alkaline buffer added.

cellulose nitrate film

See: nitrate film.

censorship

Prohibition of the production, distribution, circulation, or display of a work by a governing authority on grounds that it contains objectionable or dangerous material.

The person who decides what is to be prohibited is called a *censor*. Commonly used methods include decree and confiscation, legislation, repressive taxation, and licensing to grant or restrict the right to publish.

The *ALA Code of Ethics* places an ethical responsibility on its members to resist censorship of library materials and programs in any form, and to support librarians and other staff who put their careers at risk by defending library policies against censorship. Compare with suppressed. ***See also***: banned book, book burning, challenge, Comstock, expurgated, filtering, intellectual freedom, and *Index Librorum Prohibitorum*.

census

An official count and statistical analysis of the population of a given geographic entity (city, county, state, province, country, etc.) taken at a particular point in time. The earliest known census of taxpaying households was recorded in China in the 3rd century B.C. More complete enumerations were conducted for military and tax purposes in ancient Rome by special magistrates called *censors*. The development of the modern census began in Europe in the 17th century and today includes questions concerning age, gender, ethnicity, income, housing, etc., formulated to generate data used in social planning, political redistricting, business marketing, etc. In most countries, participation in the census is compulsory and the information collected on individual households and businesses is confidential.

In the United States, the national census is conducted every tenth year by the U.S. Census Bureau which reports the detailed results in statistical form by state. Census data is available in the government documents collections of larger libraries and online at: www.census.gov. Summary tables are published in the *Statistical Abstract of the United States*, prepared annually since 1879 by the Bureau of Statistics (Dept. of U.S. Treasury), available in the reference section of most libraries in the United States. ***See also***: census tract.

census tract

One of many small geographic areas into which a state or country is divided for the purpose of gathering and reporting census data. In the United States, the average tract contains 4,000 residents or approximately 1,200 households. Census tract outline maps are available from the U.S. Census Bureau.

Center for Book Arts (CBA)

Founded in 1974, **CBA** is a non-profit organization with headquarters in New York City, dedicated to preserving the traditional craft of bookmaking and encouraging contemporary interpretations of the book as an art object, through exhibitions, lectures, publications, and services to artists, including courses, workshops, and seminars on all aspects of the book arts. Click here to connect to the **CBA** homepage.

Center for Research Libraries (CRL)

Founded in 1949, **CRL**'s members are large research libraries that seek to improve access to scholarly collections. **CRL** publishes a bimonthly newsletter and serves as a depository for infrequently used research materials which its members may use

cooperatively. Click here to connect to the **CRL** homepage.

Center for the Book

An educational outreach program established in 1977 by the Library of Congress to stimulate public interest in and awareness of books, reading, and libraries, and to encourage the study of books and the printed word. The **Center** is a public-private partnership between the Library of Congress, 35 affiliated state centers, and over 50 national and civic groups. Click here to connect to the homepage of the **Center for the Book**.

centerpiece

In bookbinding of the late 16th and early 17th centuries, an ornamental design such as an arabesque, stamped on the center of the front and/or back cover, usually accompanied by matching cornerpieces. Also refers to a piece of embossed or engraved metal attached to the center of the front cover of a book. Also spelled *centrepiece*. ***See also***: cameo binding.

centralized cataloging

The preparation of bibliographic records for books and other library materials by a central cataloging agency which distributes them in printed and/or machine-readable form to participating libraries, usually for a modest fee. Also refers to the cataloging of materials for an entire library system at one of its facilities, usually the central library, to achieve uniformity and economies of scale. Also spelled *centralized cataloguing*.

centralized processing

The practice of concentrating in a single location all the functions involved in preparing materials for library use, as opposed to technical processing carried out at multiple locations within a library or library system. Centralization allows processing methods to be standardized, but increased efficiency may be offset by the cost of distributing materials to the units where they will be used.

central library

The administrative center of a library system, where system-wide management decisions are made, centralized technical processing is conducted, and principal collections are located. Synonymous with *main library*. ***See also***: branch library.

central processing unit (CPU)

The hardware component of a computer that houses the circuitry for storing and processing data according to instructions contained in the programs installed on it, including the operating system, utilities to run peripheral devices, and application software. Generally speaking, the more memory and disk storage a CPU has, the more processing it can handle within a given amount of time, and the faster it can accomplish a task.

cerf

See: kerf.

certificate of issue

In a limited edition, the statement in each copy giving the total number of copies printed and the copy number. In an autographed edition, the certificate may also bear the signature of the author, editor, or illustrator.

certification

In archives, the formal act of attesting to the official identity and nature of an original document or its reproduction. Compare with authentication.

Also, the process by which a state agency, or a nongovernmental agency or organization authorized by a state government, evaluates the qualifications of an individual, organization, or institution to perform a specific service or function, for the purpose of granting a credential. Compare with accreditation. ***See also***: approved library school.

cessation

A serial or annual that has ceased publication. Cessations are listed alphabetically by title in a separate section of *Ulrich's International Periodicals Directory* published annually by R. R. Bowker, and in *The Serials Directory* published by EBSCO. In library cataloging, the holdings of a serial that has ceased publication are indicated in a closed entry (*example*: **v. 1-26, 1950-76**).

cf.

An abbreviation of the Latin *confer* meaning "compare."

CGI

See: **C**ommon **G**ateway **I**nterface.

challenge

A complaint lodged by a library user acting as an individual or representing a group, concerning the inclusion of a specific item (or items) in a library collection, usually followed by a demand that the material be removed. Library programs may also be targeted. Public libraries are challenged far more frequently than other types of libraries because they are supported by public funds and must provide resources and services for a highly diverse clientele ("this library has something to offend everyone"). An unambiguously worded collection development policy is a library's best defense against such objections. ***See also***: banned book, censorship, and intellectual freedom.

changed title

The title proper of a publication that has undergone a change of title from the one under which it was previously published. Title changes occur most frequently in periodicals, compounding the work of serials librarians and complicating access for users. In library cataloging, a note (*Continues:*) is included in the bibliographic record representing the new title, and a similar note (*Continued by:*) is added to the record for the previously published title. Synonymous with *title change*. ***See also***: retitled edition.

channel

A pathway along which data is transmitted electronically from one computer, terminal, or device to another. The term also refers to the physical medium carrying the signal (optical fiber, coaxial cable, etc.) and to the properties that distinguish a specific channel from others. In data storage, a track on a specific storage medium (magnetic tape, magnetic disk, CD-ROM, DVD, etc.) on which electrical signals are recorded.

In communications, a band of frequencies assigned by the Federal Communications Commission (FCC) to a radio or television transmitting station for its exclusive use.

Also refers to the blank space dividing columns of text written or printed on a page.

chapbook

From the Anglo-Saxon root *ceap*. A small inexpensive paperbound book or pamphlet containing a popular legend, tale, poem, or ballad, or a collection of prose or verse, hawked in the streets of London from the 16th to the 18th century by traveling peddlers called *chapmen*. The content was usually sensational (abduction, murder, witchcraft etc.), educational (travel), or moral. Chapbooks were typically of small size (6 x 4 inches), containing up to 24 pages illustrated with woodcuts, usually with a decorated cover title. Also refers to a modern pamphlet of the same type. Also spelled *chap-book*.

chapter

One of two ore more major divisions of a book or other work, each complete in itself, but related in theme or plot to the division preceding and/or following it. In works of nonfiction, chapters are usually given a chapter title, but in works of fiction they may simply be numbered, usually in roman numerals. Chapters are listed in order of appearance by title and/or number in the table of contents in the front matter of a book. Compare with canto. ***See also***: chapter drop, chapter heading, and run on chapter.

Also, one of over 50 independent state and regional library associations closely affiliated with the American Library Association. Each has a separate budget and dues structure, elects its own officers, and sponsors an annual conference. The 53 state chapters are each represented in the ALA's governing assembly by an elected chapter councilor. The ALA also has student chapters in over 25 states. Within the ALA, chapter interests are represented by the Chapter Relations Committee and the Chapter Relations Office.

chapter drop

The position below the chapter heading at which the text of a chapter begins--lower than on succeeding pages of the text and, in most books, the same for all chapters.

chapter heading

A display heading in a book or manuscript, usually consisting of a roman numeral indicating the chapter number, followed by the chapter title, written or printed on the first page of the chapter in uniform style and position above the first paragraph of the

text. Set in a type size larger than the text and running heads, chapter headings are sometimes embellished with an illustration or head-piece in older editions. ***See also***: chapter drop.

chapter title

The title that appears at the beginning of a chapter in a book, usually bearing some relation to the content of the division of the work. Chapters may simply be numbered (usually in roman numerals), or given a number and a title. They are listed in order of appearance by number and/or title in the table of contents in the front matter. ***See also***: chapter heading.

character

Any mark, sign, or symbol conventionally used in writing or printing, including letters of the alphabet, numerals, punctuation marks, and reference marks. In indexing, the smallest unit used in the arrangement of headings. ***See also***: loan character and nonsorting character.

In data processing, a sequence of eight binary digits (one byte) representing a letter of the alphabet, numeral, punctuation mark, or other symbol.

Also, a fictional person in a novel, play, short story, or other literary work. A *character study* is a work in which the primary theme is the inner development of a person or group of persons (*example*: ***Hamlet***). In Library of Congress subject headings, "Characters" is a standard subdivision used in personal name headings for writers of fiction, particularly playwrights (*example*: **Shakespeare, William, 1546-1616 - Characters - Falstaff**). Well-known characters may be given a separate heading, followed by a parenthetical qualifier, as in **Jeeves (Fictitious character)**.

characteristic

An attribute, property, or quality that forms the basis for dividing a class into clearly differentiated subclasses, for example, the characteristic "period" dividing the class "European literature" into the subclasses "classical," "medieval," "renaissance," "modern," and "contemporary," as opposed to the characteristic "form" dividing the same class into "drama," "essay," "novel," "poetry," "short story," etc.

character masking

See: truncation.

character set

A group of symbols in a specific font, used for printing and/or electronic display. Character sets for languages written in the roman alphabet usually contain 256 symbols of which the first 128 are the same. ***See also***: ASCII.

charge

To record the loan of a book or other item from the circulating collection of a library to a borrower. In modern libraries, this task involves the use of a computer. Also refers to the library's record of such a transaction, including the identity of the borrower, the title and call number of the item, and its due date. Compare with

discharge. ***See also***: item record and patron record.

Also refers to a fee or payment required of a library patron, usually for the use of nontraditional services, such as rental collections and certain methods of document delivery.

chart

A map designed to meet the requirements of navigation, or one showing meteorological phenomena or heavenly bodies. A *nautical chart* indicates soundings, currents, coastlines, and other important maritime features. An *aeronautical chart* shows features of interest to aircraft pilots. Also refers to an opaque sheet on which data are displayed in the form of graphs or tables, or by other graphic techniques. ***See also***: flip chart.

charter

A legal document recording the franchise or granting of specific rights to an individual or corporate body by a governmental authority such as a legislature or sovereign (*example*: the Charter of the United Nations). The texts of important charters are usually available in the government documents or reference section of large libraries. The originals are preserved by the institutions that own them, usually in archives or special collections.

Chartered Institute of Library and Information Professionals (CILIP)

A new professional association formed in April 2002 by the unification of the Institute of Information Scientists (IIS) and the Library Association (UK). Click here to connect to the **CILIP** homepage which includes information about the mission, goals, and action plan of this new organization.

chase

In letterpress, the portable rectangular metal frame in which assembled type and display matter, composed into pages, is firmly locked into position. The resulting forme is then ready to be transferred to the bed of the press for printing. The expression *in chase* means "ready for printing."

chased edges

A small wavy or crimped repeating pattern impressed as decoration on the gilt edges of a book, using heated finishing tools called gauffering irons, popular in 16th and 17th century ornamental bindings. Synonymous with *gauffering* and *goffered edges*.

chat

A real time computer conferencing capability between two or more users of a network (LAN, WAN, Internet) by means of a keyboard rather than voice transmission. Most Internet service providers offer a *chat room* to their subscribers. ***See also***: lurk.

check digit

A digit added to a sequence of digits, related arithmetically to the sequence in such a way that input errors can be automatically detected whenever the sequence is entered as data into a computer (*example*: last digit of the ISBN).

checked out

The circulation status of an item that has been charged to a borrower account and is not due back in the library until the end of the loan period. In the online catalog, the due date is usually displayed as a status code in the catalog record to indicate that the item is currently not available for circulation. Synonymous with *on loan*. ***See also***: overdue, recall, and renew.

check-in record

A separate record attached to the full bibliographic record for a serial publication, in which the receipt by the library of individual issues or parts is entered, usually by an assistant working in the serials department. Most online catalogs allow users to view the check-in record to determine if a specific issue has arrived. The check-in record may also indicate whether an issue is missing, claimed, or at the bindery. Compare with item record.

checklist

A comprehensive list of books, periodicals, or other documents, which provides the minimum amount of description or annotation necessary to identify each work--briefer than a bibliography. Also, the log kept by a library to record the receipt of each number of a serial publication, or part of a work in progress. Also refers to a list of items required, or procedures to be followed, such as the steps in a library's opening or closing routine. Also spelled *check-list*.

checkout period

See: loan period.

chef-d'oeuvre

See: magnum opus and masterpiece.

chemise

A loose leather or cloth cover designed with pockets to fit over the wooden boards of a hand-bound book, sometimes secured to the boards with bosses, used in Europe from the 12th to 15th century as a substitute for full binding.

Chief Information Officer (CIO)

The title of the person in a commercial company or nonprofit organization who is responsible for managing the flow of official information, including computing and any library services--a relatively new position in companies and organizations that recognize the need for such a management function.

chief source of information

The source of bibliographic data preferred by catalogers in preparing the bibliographic description of an item, usually the title page or a substitute, for example, the title frame at the beginning of a filmstrip or motion picture, or the title screen of a Web page. ***See also***: supplied title.

chiffon silk

Extra-thin but strong silk tissue used to mend or strengthen a leaf in a book or other

document printed on paper.

children's book

A book written and illustrated specifically for children up to the age of 12-13. Included in this category are juvenile fiction and nonfiction, board books, nursery rhymes, alphabet books, counting books, picture books, easy books, beginning readers, picture storybooks, and storybooks. Children's books are shelved in the juvenile collection of most public libraries and in the curriculum room in most academic libraries. Currently available children's titles are indexed in *Children's Books in Print* published by R. R. Bowker. Click here to view a sample of 19th century children's books. ***See also***: children's book award, children's literature, and Children's Book Council.

children's book award

A literary award or prize given to the author or illustrator of a book published specifically for children. In the United States, the two best-known awards are the Caldecott Medal and the Newbery Medal. Click here to connect to an international list of children's book awards. ***See also***: Amelia Frances Howard-Gibbon Illustrator's ward, Carnegie Medal, CLA Book of the Year for Children, and Greenaway Medal.

Children's Book Council (CBC)

Established in 1945, the **CBC** is a nonprofit trade association dedicated to encouraging literacy and the use and enjoyment of children's books. Its membership includes publishers and packagers of children's trade books, and producers of book-related multimedia for children. The **CBC** sponsors Children's Book Week, celebrated in schools, libraries, and bookstores throughout the United States each November, and **Young People's Poetry Week** celebrated in April in conjunction with National Poetry Month. Click here to connect to the **CBC** homepage.

Children's Books in Print

An author, title, and illustrator index to currently available books for children and young adults, published annually by R. R. Bowker. The separately published ***Subject Guide to Children's Books in Print*** includes indexes by publisher, wholesaler, and distributor. ***See also***: *El-Hi Textbooks & Serials in Print*.

Children's Book Week

Sponsored since 1919 by the Children's Book Council, **Children's Book Week** is a local and national celebration held each November in which librarians, booksellers, publishers, and educators schedule book exhibits, read-a-thons, story hours, swap sessions, contests, book raffles, an other activities to stimulate interest in books and reading among young people. Synonymous with *Book Week*. Click here to connect to the **Children's Book Week** homepage.

children's collection

See: juvenile collection.

Children's Internet Protection Act of 1999 (CIPA)

Legislation passed by Congress in 1999 that makes discounted Internet access and

internal connection services for schools and libraries under the E-rate provisions of the *1996 Telecommunications Reform Act* contingent on certification that certain "Internet safety policies" have been put in place, most notably technology that filters and blocks access to visual depictions considered obscene or harmful to minors. Implemented by the Federal Communications Commission (FCC), ***CIPA*** was strongly opposed by the education/library lobby and civil liberties groups, and remains controversial. Click here to read the text of the ***Children's Internet Protection Act***.

children's librarian

A librarian who specializes in services and collections for children up to the age of 12-13. Most children's librarians have extensive knowledge of children's literature and are trained in the art of storytelling. ***See also***: children's room.

children's literature

Literary works created specifically for children, as distinct from works written for adults and young adults, including poetry and prose, fiction and nonfiction. Children's literature began with the oral transmission of nursery rhymes, songs, poems, fairy tales, and stories. During the early 17th century, the horn book came into widespread use in Britain and the American colonies, but it was not until the late 17th century with the publication of the popular *Tales of Mother Goose* by Charles Perrault (1628-1703) that written literature for children emerged as a separate genre.

By the mid-18th century, the British writer, printer, and publisher John Newbery (1713-1767) perceived that a market existed for children's books and began publishing illustrated works intended to be morally instructional (*Little Goody Two-Shoes*). Not until the 19th century did children's literature break away from didacticism, first with the publication of the fairy tales of Hans Christian Anderson (1805-1875) and the brothers Grimm, and later with Edward Lear's *Book of Nonsense* (1846), *Alice's Adventures in Wonderland* (1865) and the sequel *Through the Looking Glass* (1871).

The illustrations in most early children's books were printed in black and white, but by the 1860's the English printer Edmund Evans (1826-1905) began issuing picture books in color, illustrated by artists such as Walter Crane (1845-1915), Kate Greenaway (1846-1901), and Randolph Caldecott (1846-1886). The publication of the children's classics *Little Women* by Louisa May Alcott in 1868 and *The Adventures of Tom Sawyer* by Mark Twain in 1876 marked the beginning of realism in juvenile fiction. Today, children's literature has earned a place in the hearts of millions of readers, and a worldwide market exists for books and periodicals for children of all ages.

Recently published children's books are reviewed in *Booklist*, *The Bulletin of the Center for Children's Books*, *Horn Book Magazine*, *The Lion and the Unicorn*, and *School Library Journal*, and reviews are excerpted in *Children's Literature Review*, a reference serial published by the Gale Group. Click here to view a sample of 19th century children's literature. ***See also***: children's book award and juvenile collection.

Children's Literature Review (CLR)

An annual reference serial published since 1976 by the Gale Group, providing excerpts from reviews, criticism, and commentary on books for children and young adults, arranged alphabetically by name of author, with cumulative author and title indexes at the end of each volume.

children's room

The area in a public library or one of its branches, reserved for collections and services intended specifically for children up to the age of 12-13, usually staffed by at least one children's librarian and furnished to accommodate persons of small stature. Some children's rooms include a comfortable corner or alcove designed for group storytelling, puppetry, etc.

children's services

Library services intended for children up to the age of 12-13, including juvenile collection development, lapsit services, storytelling, assistance with homework assignments, and summer reading programs, usually provided by a children's librarian in the children's room of a public library. Compare with adult services and young adult services. ***See also***: Association for Library Services to Children.

Chinese American Librarians Association (CALA)

Established in 1983, **CALA** seeks to promote better communication between Chinese American librarians employed in the United States, and serves as a forum for discussion of the problems of its members. An affiliate of the American Library Association, **CALA** publishes the semiannual *Journal of Library and Information Science* in English and Chinese, the *CALA Newsletter* in three issues per year, and the semiannual *CALA E-Journal*. Click here to connect to the **CALA** homepage.

Chinese style

In China and Japan, the evolution of the book proceeded as in the West, from scroll to leaves enclosed in a cover, but by a different route. Instead of binding separately cut leaves in codex form, a continuous roll of writing material was accordion-pleated, creating a series of folded leaves left uncut at the fore-edge with writing (and later printing) on one side only. Also known as *Japanese style*. ***See also***: double leaf.

chip

A shortened form of *microchip*, a high-speed miniaturized integrated circuit, etched in a semiconducting material (usually silicon) on the surface of a tiny, wafer-thin piece of metal, for use as microprocessor and memory in computers and other electronic equipment. The design of increasingly powerful microchips has been the driving force behind the information technology revolution that began in the second half of the 20th century. ***See also***: RAM and ROM.

chip board

A thin, cheap, low-density board manufactured from recycled paper and other cellulose fibers. Although chip board is sometimes used in case binding, binder's board is preferred in hardcover trade editions. Also spelled *chipboard*.

chipped

The condition of a book that has small pieces missing from the edges of its cover, dust jacket, or pages, not as prized in the market for antiquarian books as a copy in mint condition.

CHOICE: Current Reviews for Academic Libraries

A review publication founded in 1964 by the Association of College and Research Libraries (ACRL) and published in eleven issues/year, ***CHOICE*** provides reviews of 6,000-7,000 English-language books, Web sites, and other resources per year, focusing on titles of interest to the librarians and teaching faculty responsible for collection development in college and university libraries. Arranged by discipline, ***CHOICE*** reviews are prepared by academic reviewers from completed books, not galley proofs. Each issue also includes an editorial, a bibliographic essay, and at least one feature article, with separate author, title, and topic indexes at the end. ***Reviews on Cards (ROC)*** contains the same set of reviews as the printed magazine, each printed on heavy-duty 4.25" x 5.5" paper stock to facilitate routing to individual selectors. ***CHOICE*** is also available online by subscription under the title ***Choice Reviews.online***. Click here to connect to the ***CHOICE*** homepage.

choropleth map

A map on which color, shading, or some other graphic technique is used to show the density or frequency of a variable (e.g., mortality, population, precipitation) in each of several areas, based on the average number of occurrences per unit of area. ***See also***: isogram.

chorus score

The score of a musical work originally written for solo voice and chorus, which shows only the choral parts and any accompaniment arranged for keyboard instrument.

chrestomathy

A collection of choice passages from the literary works of an author (or authors), especially one compiled as a sample of literary specimens as an aid in the study of a language.

Christian fiction

Novels and stories in which Christian religious belief is a major (sometimes predominant) element in the development of plot, theme, and character. The market for Christian fiction has expanded considerably in the United States in recent years. New titles are regularly reviewed in *Booklist* and *Library Journal*. ***See also***: religious book.

chromolithography

See: lithography.

chronicle

Originally, a detailed chronological record of contemporary events, usually written over an extended period of time, with no pretense of literary style and little or no

interpretation or analysis. The first extant example is the *Anglo-Saxon Chronicle* which begun in the 9th century during the reign of King Alfred, which covered the history of England from 60 BC to the 12th century. In modern usage, a list of events described and recorded in the order in which they occurred. The treatment is fuller and more connected than in annals.

chronicle play

A drama based on material from the chronicle histories of England, for example, those written by Hall and Holinshead. Popular during the Elizabethan period, chronicle plays were at first loosely structured, but evolved into sophisticated character studies, exemplified by the history plays of William Shakespeare. A more recent example of a history play is ***A Man for All Seasons*** by Robert Bolt (1960).

chronological

The arrangement of data, records, items, headings, entries, etc., according to their relation in time, from earliest to latest. In library classification systems, the period subdivisions added to subject headings are listed in chronological order (*example*: Antiquity--Medieval--Renaissance--then by century from the 15th to 20th). The opposite of reverse chronological.

chronology

A book or section of a book that lists events and their dates in the order of their occurrence. Most chronologies are limited to a specific period (*example*: Roman Empire), event (World War II), or theme (women's history). Book-length chronologies are usually shelved in the reference section of a library (*example*: ***Day by Day: The Sixties*** published in 1983 by Facts on File). Compare with calendar. Click here to see an example of an online chronology of book history.

chrysography

From the Greek words *chrys* ("gold") and *graphia* ("writing"). The art and craft of writing letters in gold, as practiced by the skilled copyists who produced medieval illuminated manuscripts. Also refers to writing done in gold letters. ***See also***: calligraphy.

CILIP

See: **C**hartered **I**nstitute of **L**ibrary and **I**nformation **P**rofessionals.

cinefilm

See: motion picture.

cinema

A broad term encompassing the motion picture industry and distribution system, the films produced, and the art form they represent. It is also used in Europe and the UK to refer to the theater in which motion pictures are publicly shown.

CIO

See: **C**hief **I**nformation **O**fficer.

CIP

See: cataloging-in-publication.

CIPA

See: *Children's Internet Protection Act of 1999*.

cipher

The initials of a personal name, written or arranged in ornamental form of such complexity and/or artistry as to form a private mark or symbol. Compare with cryptonym.

In a more general sense, secret writing or code intended to be understood (*deciphered*) only by those who know the key to it. In data processing, an encrypted character that can only be decrypted with a key.

circa

A Latin word meaning "about," used to indicate lack of certainty but reasonable probability concerning a date, for example, the approximate birth and/or death date(s) of a person for whom official records are lacking. Abbreviated *c.* or *ca.*

Example: ***c.*** **1922** (*about 1922*)

circular

An advertisement, announcement, or directive, usually in the form of a printed letter or leaflet, distributed to a large circle of people at the same time and intended to be passed on to others to whom its content might be of interest.

circulating book

A book that can be charged to a borrower account for use inside or outside the library facility, as opposed to one restricted to library use only. Compare with noncirculating.

circulating collection

Books and other materials which may be checked out by registered borrowers for use inside or outside the library. In most academic and public libraries in the United States, circulating materials are shelved in open stacks to facilitate browsing. Compare with noncirculating.

circulating library

A library containing materials that can be borrowed by persons authorized to do so, usually for a fixed period of time, after which prompt return is expected. The idea of a subscription library to circulate fiction and other books of general interest was first conceived and implemented by London booksellers in the 17th century. By the Victorian period, this type of library was sufficiently widespread to provide a market for the publication of quality fiction in Britain.

circulation

The process of checking books and other materials in and out of a library. Also refers to the total number of items checked out by library borrowers during a designated period of time, and to the number of times a given item is checked out during a fixed period of time, usually one year. In public libraries, low circulation is an important

criterion for weeding items from the collection. Books for which circulation is anticipated to be high may be ordered in multiple copies to satisfy demand, or given a more durable binding to withstand heavy use. Some online circulation systems provide circulation statistics by classification and material type, for use in collection development. Circulation is a fundamental to access services. Abbreviated *circ*. ***See also***: automated checkout.

In publishing, the number of copies distributed of each issue of a serial publication, including complimentary copies, single-copy retail sales, and copies sent to paid subscribers. Compare with total circulation.

circulation analysis

Close examination of statistics compiled on the circulation of library materials, usually broken down by classification, material type, category of borrower, time of year, etc., to determine patterns of usage, an important tool in budgeting, collection development, staffing, etc.

circulation desk

The service point at which books and other materials are checked in and out of a library, usually a long counter located near the entrance or exit, which may include a built-in book drop for returning borrowed materials. In small and medium-sized libraries, items on hold or reserve are usually available at the circulation desk, which is normally staffed by one or more persons trained to operate the circulation system and handle patron accounts. Synonymous with *loan desk*. Compare with reference desk.

circulation record

See: patron record.

circulation statistics

A count maintained of the number of items checked out from a library during a given period (usually a year), or the number of times a specific item is checked out during a given period, usually broken down by type of material and/or classification. Circulation statistics can be kept by hand, but most automated circulation systems provide detailed statistical reports by day, week, month, and year, which can be analyzed to determine usage patterns, an important aid in budgeting, collection development, staffing, etc. ***See also***: in-house use.

circulation status

The conditions under which a specific item in a library collection is available for use. An item may be on order, in process, at the bindery, for library use only, available to be checked out, on loan until a certain due date, recently returned, missing, lost, or billed. Compare with loan status.

circulation system

The methods used to record the loan of items from a library collection by linking data in the patron record to the item record for each item loaned. An effective circulation system provides the means of identifying items on loan to a specific patron (including

those which are overdue) and enables circulation staff to place holds, recall items needed before the due date, and notify borrowers when items are overdue. An *automated* circulation system is capable of generating circulation statistics for planning and reporting purposes. Abbreviated *circ system*. Synonymous with *charging system*. ***See also***: automated checkout, barcode, and library card.

citation

In the literary sense, any written or spoken reference to an authority or precedent, or to the verbatim words of another speaker or writer. In library usage, a written reference to a specific work or portion of a work (book, article, dissertation, report, musical composition, etc.) by a particular author, editor, composer, etc., which clearly identifies the document in which the work is to be found. The frequency with which a work is cited is sometimes considered a measure of its importance in the literature of the field. Citation format varies from one field of study to another but includes at a minimum author, title, and publication date. An *incomplete* citation can make a source difficult if not impossible to locate. Abbreviated *cite*. ***See also***: citation index and self-citation.

Examples:

Book:

Chappell, Warren. *A Short History of the Printed Word*. Boston: Nonpareil Books, 1970.

Periodical article:

Dow, Ronald F. "Editorial Gatekeepers Confronted by the Electronic Journal." *College & Research Libraries* 61 (2000): 146-154.

Citation style manuals are available in the reference section of most academic libraries. Click here to connect to the *Yahoo!* list of online style guides. ***See also***: APA style, MLA style, and electronic style.

citation analysis

A bibliometric technique in which works cited in publications are examined to determine patterns of scholarly communication, for example, the comparative importance of books versus journals, or of current versus retrospective sources, in one or more academic disciplines.

citation chasing

A legitimate research technique in which the bibliographies of works already located in a literature search are examined ("mined") for additional sources containing further information on the topic. The process can be facilitated by using a citation index.

citation index

A three-part index in which works cited during a specific year are listed alphabetically by name of author cited, followed by the names of the citing authors (sources) in a "Citation Index." Full bibliographic information for the citing author is given in a "Source Index." Also provided is a "Subject Index," usually listing articles by significant words in the title. Researchers can use this tool to trace

interconnections among authors citing papers on the same topic, and to determine the frequency with which a specific work is cited by others, an indication of its importance in the literature of the field.

Citation indexing originated in 1961 when Eugene Garfield, Columbia University graduate in chemistry and library science, and founder of the fledgling Institute for Scientific Information (ISI), received an NIH grant to produce the experimental *Genetics Citation Index* which evolved into the reference serial ***Science Citation Index***. ISI subsequently published ***Social Sciences Citation Index*** beginning in 1972 and ***Arts & Humanities Citation Index*** from 1978. ***See also***: citation chasing.

citation order

In Dewey Decimal Classification, the order in which the facets or characteristics of a class are to be combined in number building. For example, juvenile court procedure in the United States is expressed in a notation built or synthesized from four facets: **345/.73/081/0269**. The citation order for the discipline of law (**34**) is branch of the law (criminal **5**), jurisdiction (United States **73**), topic in the branch of law (juvenile court **081**), and standard subdivision (**0269** for procedure). Instructions for citation order are provided in the Schedules. When number building is not permitted or possible, an order of precedence with respect to the choice of facets or characteristics is provided (*DDC*).

citation style

See: citation.

cite

To quote or refer to an authority outside oneself, usually in support of a point or conclusion, or by way of explanation or example. In scholarly publication, the source of such a reference is indicated in a footnote or endnote. Also used as a shortened form of the term citation.

city directory

A three-way directory that lists the residents and businesses located in a specific town or city alphabetically by name, with street address and telephone number included in each entry. In a second section, name(s) and addresses are listed by phone number, and in a third section, names and phone numbers are listed by street address. Published annually and sold by subscription, current city directories often include zip code and census tract locators for use in marketing. In libraries, they are usually shelved in ready reference or in the reference stacks. Synonymous with *cross reference directory*.

city map

A map, larger in scale than a road map, showing in considerable detail the streets, public transportation lines, hospitals, schools, libraries, museums, parks, and other major institutions and landmarks within the boundaries of a city.

CJK

An abbreviation that refers to materials published in the Chinese, Japanese, and

Korean languages.

CLA

See: Canadian Library Association and Catholic Library Association.

CLA Book of the Year for Children

A literary award established in 1947 and presented annually under the auspices of the Canadian Library Association to the author of the most outstanding children's book of creative writing (fiction, poetry, retelling of traditional literature, etc.) published in Canada during the preceding year. The author must be a citizen or permanent resident of Canada. Click here to see a list of past award winners. Compare with Amelia Frances Howard-Gibbon Illustrator's Award. ***See also***: Carnegie Medal and Newbery Medal.

claim

A notice from a library informing the publisher or subscription agency that a specific issue of a periodical on subscription, or item on continuation order, has not been received within a reasonable time, with a request that a replacement copy be sent. Claimed items are noted in the check-in record attached to the bibliographic record created to represent the publication in the library catalog.

clasp

A hinged catch made of ornamented metal, ivory, or bone, attached to the fore-edge of the boards of a book, used from the 14th to the early 17th century to keep the leaves pressed firmly together and to prevent the cover from warping. Today, clasps are used mainly on personal diaries and albums, and may include a lock to prevent the volume from being opened by someone other than the person who holds the key.

class

A grouping of objects or concepts based on one or more characteristics, attributes, properties, qualities, etc., which they have in common, for the purpose of classifying them according to an established system. In hierarchical classification systems, the members of a class (*example*: books) are divided into more specific subclasses (children's books), sub-subclasses (picture books), and so on. ***See also***: main class.

In human resources management, a group of positions within an organization, for which the qualifications, duties, responsibilities, evaluation procedures, etc., are comparable and which share the same scale of rank and pay. In library employment, positions are typically classified as follows: library director, librarian, library technician, library technical assistant, and clerical assistant.

classic

A widely read work recognized as outstanding in its field. Such a work remains in print long after initial publication; is translated, adapted, and issued in multiple editions; and continues to be the subject of criticism, commentary, study, and analysis (*example*: ***The Adventures of Huckleberry Finn*** by Mark Twain). Also refers to a feature film (Chaplin's ***The Gold Rush***) or documentary (Robert Flaherty's ***Nanook of the North***) that has withstood the test of time. Compare with classics.

classics

All the non-Christian works written in the Greek and Latin languages prior to 600 AD (*example*: ***The Republic*** of Plato). In a broader sense, outstanding books on any subject, fiction or nonfiction, written for adults or children. Compare with classic.

classification

The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them. Also used as a shortened form of the term classification system or classification scheme. ***See also***: cross-classification.

classification schedule

The names assigned to the classes in a classification system, listed in the order of their symbolic notation. In a hierarchical classification system, the arrangement of the schedule(s) indicates levels of specificity. ***See also***: auxiliary schedule, main schedule, relative index, and schedule reduction.

classification scheme

See: classification system.

Classification Society of North American (CSNA)

A nonprofit interdisciplinary organization devoted to promoting the scientific study of classification and clustering, and to the dissemination of scientific and educational information related to its fields of interest. The **CSNA** publishes the biannual *Journal of Classification* and the *CSNA Newsletter*. Click here to connect to the **CSNA** homepage. ***See also***: International Federation of Classification Societies.

classification system

A list of classes arranged according to a set of pre-established principles, for the purpose of organizing items in a collection, or entries in an index, bibliography, or catalog, into groups based on their similarities and differences, to facilitate access and retrieval. In the United States, most library collections are classified by subject. Classification systems can be enumerative or hierarchical, broad or close. In the United States, most public libraries use Dewey Decimal Classification, but academic and research libraries prefer Library of Congress Classification. ***See also***: notation, Colon Classification, and Classification Society of North America.

classified

The status of a document to which access is restricted to a few authorized individuals within a military or government agency, research institution, private corporation, or other organization, usually because it contains highly sensitive information which might be misused by unauthorized persons. When secrecy is no longer required, the document may be declassified. ***See also***: need to know and *Freedom of Information Act (FOIA)*.

Also refers to a reference tool (catalog, index, dictionary, encyclopedia, etc.) organized according to a classification system, usually by subject or some other arrangement based on content, as opposed to a strictly alphabetical or numerical

listing of entries.

classified catalog

A type of subject catalog in which the entries are filed according to a pre-established classification system, with bibliographic records entered under as many subject headings as apply to the content of each item. An alphabetical subject index facilitates the use of a classified catalog, which is usually maintained alongside an author and/or title catalog. Compare with dictionary catalog and divided catalog.

classified index

An index in which entries are arranged under headings and subheadings indicating hierarchical divisions and subdivisions within classes based on the subject matter indexed, rather than in alphabetical or numerical sequence. To use such an index effectively, a subject index is required.

class number

The specific notation used in Dewey Decimal Classification to identify a class, for example, **943.085** assigned to works on the history of the Weimar Republic in Germany. In Library of Congress Classification, the corresponding notation is **DD237**. ***See also***: base number, discontinued number, interdisciplinary number, and number building.

classroom collection

A small semi-permanent collection of library materials selected by a school library or academic library for the general classroom use use of an instructor and the students enrolled in a course (or courses). Compare with classroom library and classroom loan.

classroom library

A small collection of library materials located permanently in a school classroom for the use of instructor and students in support of the general curriculum. Such a collection may include reference materials such as a dictionary, thesaurus, atlas, general encyclopedia, etc. Compare with classroom collection and classroom loan.

classroom loan

A small collection of library materials on temporary loan from a school library or academic library to a classroom, for the use of instructor and students, usually in support of a specific project or curriculum unit. Compare with classroom collection and classroom loan.

clay tablet

The earliest known books were inscribed on small, thin, wet slabs of clay, using a thin, sharp instrument called a stylus to incise the wedge-shaped cuneiform characters of the written languages of ancient Mesopotamia. The finished tablets were sun-dried or kiln-fired, then enclosed in a protective outer shell of dried or fired clay inscribed with a title or abstract of the contents. Although clay tablets were too heavy to be portable in large numbers and too small to record long texts effectively, they were much more durable than the papyrus scrolls that superseded them. Click here to learn more about clay tablets.

clearinghouse

An organization or unit within an organization that functions as a central agency for collecting, organizing, storing, and disseminating documents, usually within a specific academic discipline or field. A clearinghouse may also assist the research process by maintaining records of information resources for referral (*examples*: ERIC and LOEX). Also spelled *clearing house*.

cliche

From the French word *clicher* meaning "to stereotype." A word, phrase, or expression so overused that it has lost its impact and, to some degree, its original meaning. Considered unimaginative, cliches are avoided by serious writers and speakers, except in dialogue when the author wishes to make a point about the mentality of the speaker. Dictionaries of cliches are available in the reference section of larger libraries.

In literature, an overused plot element or character type whose lack of originality detracts from the quality of the work.

click-and-drag

To change the position of an icon, filename, window, or other movable element on a computer screen by clicking on it with a pointing device, such as a mouse, and then holding down on the button to shift the element to another location on the screen. The technique can be used to reposition windows on a microcomputer desktop, move computer files from one directory or subdirectory to another in storage, and organize bookmarked Web sites in folders in most Web browsers.

client

A person who uses the services of a professionally trained expert, or of a professional organization or institution, usually in exchange for payment of a fee. Librarians employed in academic and public libraries usually refer to the people they serve as users or patrons because libraries have traditionally provided most services without charge. Information brokers who operate on a fee-for-service basis can be more appropriately said to serve "clients."

Also refers to a computer connected to a network such as the Internet, equipped with software enabling the user to access resources available on another computer, called a server, connected to the same network. ***See also***: client-server.

clientele

All the persons who use a library's services and collections on a regular or irregular basis, usually those who live in the district that funds it operations or are members of the institution it serves. Successful collection development depends on the librarian's knowledge of the information needs and preferences of the library's clientele. ***See also***: user survey.

client-server

Wide-area (WAN) or local-area network (LAN) architecture that makes it possible for a client computer (usually a PC workstation) to download information or processing

from a server machine, as opposed to a system that uses dedicated terminals connected to a minicomputer or mainframe. The size and speed of computer required as a server (microcomputer, minicomputer, or mainframe) depends on the nature of the applications to be installed and the amount of anticipated use. Also refers to the software used to establish the connection between a client and server. ***See also***: Open Systems Interconnection.

clipboard

A small amount of computer memory reserved as a temporary storage place in the exchange of data between software applications. In word processing, this is normally accomplished by selecting the option to "cut" or "copy" from one document and "paste" into another. Data transferred to the clipboard is lost when another cut/copy operation commences, unless saved as a separate file.

clipping

A page, piece of a page, or pages cut or torn from a printed publication, usually from a newspaper or magazine, by a person who wishes to save an article, editorial, letter to the editor, photograph, cartoon, etc. Large collections of clippings are usually stored in a *clipping file*, arranged by subject or some other method of classification. Synonymous with *cutting*. Compare with tear sheet. ***See also***: clipping service.

clipping service

A service, usually performed in a special library, in which news announcements, articles, photographs, and other items of interest to the host organization are clipped from current periodicals and news services on a daily or weekly basis, to be forwarded to appropriate personnel within the organization, based on pre-established interest profiles. Directory information for clipping services is available in the reference serial *Literary Market Place*. Synonymous with *clipping bureau*.

CLIR

See: **C**ouncil on **L**ibrary and **I**nformation **R**esources.

cloisonne

An elegant style of book cover produced by Italian and Greek craftsmen of the 11th century in which an ornamental design in narrow metal strips was soldered onto a metal plate, and the open spaces between the strips filled with enamel in various colors, to form the outer surface of the cover. Books bound in this style are usually very valuable, especially if they are in good condition. ***See also***: rare book.

close classification

A classification system in which the main classes and divisions are minutely subdivided, allowing very specific characteristics of each subject to be differentiated. The opposite of broad classification.

closed caption (CC)

A continuous moving line of text (called a *crawl*) along the bottom of the screen in a television broadcast, giving the narration or dialogue, and noting any non-speech vocalizations (laughter, screams, dogs barking, etc.) or sound effects (music,

applause, doorbells, etc.). Used mainly for the hearing-impaired and in bilingual programming, *closed captioning* is visible only with the aid of a special decoder. In library cataloging, the phrase *closed captioned* is entered in the note area of the bibliographic description to identify an item that includes the feature.

closed catalog

A library catalog to which new bibliographic records are no longer added, or in which additions are restricted to certain categories, although existing records continue to be removed as they are revised, corrected, and/or converted to machine-readable format. After retrospective conversion is completed, a closed catalog is usually removed from public access and eventually discarded. Compare with frozen catalog and open catalog.

closed circuit television (CCTV)

A video system used internally in some large libraries, for conferencing and to monitor traffic for security purposes.

closed-end index

An index covering one or more documents or publications, compiled all at one time (*example*: ***Canadian Feature Film Index, 1913-1985***). Compare with open-end index. ***See also***: single index.

closed entry

A note in the bibliographic record for a serial or continuation, giving the complete information for all the parts or volumes published, or in the holdings note in the catalog record for such a title, indicating all the parts or volumes held by a the library (*example*: **v. 1-10, 1936-46**), as distinct from the open entry for an *ongoing* serial subscription or continuation order (*example*: **v.1- ,1936-**). For periodicals, a closed entry usually indicates that the subscription was canceled or the publication ceased.

closed file

In archives, a collection of documents in which additions or changes are unlikely to occur, or a file of records to which access is restricted or denied, except under special circumstances.

closed reserve

An item on reserve which may be checked out by a registered borrower, but may not be removed from library premises. Also, a reserve collection shelved in a closed stack from which requested items must be retrieved by a member of the library staff. Compare with open reserve.

closed stacks

A shelving area in a library to which only to members of the library staff have access, established to protect the collection or conserve space by using aisles narrower than the standard width in open stacks. Materials are retrieved from closed stacks by staff members upon request. ***See also***: call slip.

close out

A book title offered for retail sale at a significantly reduced price because the publisher is allowing it to go out of print. A rebate may be offered by the publisher to the bookseller for copies that do not sell.

close score

A vocal music score in which all the parts are given on a minimum number of staves, usually two, as in a hymn.

closet drama

A play written to be read rather than performed on the stage, for example, the dramatic works of the French poet Alfred de Musset. Also refers to a drama originally intended for performance, which survives as a work of literature but is rarely if ever performed (Byron's ***Manfred***).

closing

All the procedures followed by the staff of a library when the facility closes at the end of a day, such as informing patrons that it is time to leave, checking the premises to be certain all users have vacated, logging off computer systems, turning off lights and equipment, locking doors, switching on pre-recorded phone messages, activating security alarms, etc. Size and design of facility determine the length of time and number of staff required to close. In very large facilities, a checklist may be followed for each floor, and one or more security guards may assist in clearing the building. Compare with opening. ***See also***: library closure.

cloth

A generic term for any woven material used since the early 19th century to cover the boards of a book, as opposed to the leather, parchment, or vellum used in earlier bookbinding, or the paper covers used today. Dyed book cloth used in edition binding is woven from cotton or linen, filled with starch sizing, or coated or impregnated with some other compound, then pressed under heat. Because the covers of cloth-bound trade editions are not designed to withstand heavy use, publishers add an attractively designed paper dust jacket for protection (and marketing purposes). Volumes that must withstand heavy use are often given a library binding in a heavier, more durable material such as buckram. The term is also used in publishers' catalogs to distinguish the hardcover from the softcover edition of a work. Synonymous with *clothbound*. ***See also***: half cloth.

cloth board

See: flannel board.

cloth book

A small, illustrated children's book printed entirely on sturdy woven fabric and given a flexible binding for toddlers who have not yet developed sufficient manual dexterity to turn paper pages without tearing them. To withstand drooling, the cloth pages may be treated with a moisture-resistant substance. In the 19th century, this type of toy book was called a *rag book*.

cloth-bound

See: cloth.

cloth joint

A strip of cloth used to reinforce the inside of the front and back joints in some library bindings, and in very large, thick, or heavy books. In volumes of normal size and thickness, the unreinforced joints are usually formed on the inside by the fold in each endpaper.

CLR

See: ***C****hildren's* ***L****iterature* ***R****eview* and **C**ouncil on **L**ibrary and **I**nformation **R**esources (CLIR).

club line

A single indented line at the beginning of a paragraph when it appears at the foot of a printed column or page of text, considered awkward by skilled typesetters and avoided whenever possible. Compare with orphan.

CNI

See: **C**oalition for **N**etworked **I**nformation.

Coalition for Networked Information (CNI)

Founded in 1990, **CNI** is a nonprofit organization with headquarters in Washington D.C., dedicated to supporting the future of networked information technology for the advancement of scholarly communication and the enhancement of intellectual productivity. Sponsored by the Association of Research Libraries (ARL) and EDUCAUSE, **CNI**'s membership includes 200 institutions representing higher education, publishing, telecommunication, information technology, libraries, and library-related activities. Click here to connect to the **CNI** homepage.

coated

The smooth surface of papers to which a thin layer of mineral, wax, resin, plastic, or emulsion has been applied, either in the papermaking machine prior to drying and finishing, or by a separate coating machine after manufacture (some papers are double-coated using both methods). Coated papers are used to print posters, wall calendars, dust jackets, magazine and catalog covers, and other materials in which detailed visual elements predominate (art books, exhibit catalogs, coffee table books, etc.). The finish can be glossy or dull. Also known as *art papers*.

coauthor

See: joint author.

coaxial cable

A high-capacity metal cable consisting of four layers: a solid or stranded wire encased in insulation, shielded by braided wire covered in plastic insulation. Various types of coaxial cable are used extensively in cable television transmission and computer networks because "coax" can carry more data and is less susceptible to interference than the twisted pair wire used in older telephone systems. Compare with optical fiber.

cocked

A serious binding defect in which the spine of a book is angled or twisted in a way that prevents the boards from lining up evenly with each other. ***See also***: shelf-cocked.

cocked-up initial

See: raised capital.

cockle

A slightly puckered finish produced naturally or artificially when paper shrinks unevenly as it is dried under little or no tension, as in the production of onionskin. The boards and paper in a finished book may cockle if heat is applied following exposure to excessive moisture. The condition can be prevented by controlling temperature and relative humidity in storage.

cockled

The condition of a book in which the leaves or boards appear puckered, wavy, wrinkled, or curled, usually due to excessive heat and/or humidity in drying. In a book cover, the condition can result from the incorrect use of adhesive (too much or the wrong kind).

coda

From the Latin word *cauda* meaning "tail." An independent passage added at the end of a musical work or literary composition to bring the piece to a graceful conclusion by drawing preceding motifs and themes together in a satisfying resolution. The last chapter of a biography, the last essay in a collection of essays, or the last story in a book of short stories is sometimes written as a coda to tie the other parts together.

CODEN

A system of alphanumeric codes developed by the American Society for Testing and Materials (ASTM) to uniquely and permanently identify sci-tech serial and monographic publications. Responsibility for administering the system was transferred to Chemical Abstracts Service (CAS) in 1975. The **CODEN** is used in electronic information systems to process bibliographic data because it is more concise than the full title and less ambiguous than an abbreviated title.

code of ethics

A set of standards governing the conduct and judgment of librarians, library staff, and other information professionals in their work. The *ALA Code of Ethics* sets standards for equitable access, intellectual freedom, confidentiality, respect for intellectual property rights, excellence, accuracy, integrity, impartiality, courtesy, and respect for colleagues and library patrons.

codex

Originally, an ancient manuscript written with a stylus on hinged wax-covered tablets made of metal, wood, or ivory, called *codices*. Later, a manuscript written on sheets of parchment, vellum, or papyrus, fastened at one side to allow the leaves to open like a book. This format was used for law books in ancient Rome, and for devotional

works and the classics during the Middle Ages. According to ***Harrod's Librarians' Glossary***, the oldest Greek vellum codex known to exist (the ***Codex Sinaiticus***) has been in the possession of the British Library since 1933. Also refers to the form of the modern book, consisting of individual leaves of writing material bound together along one edge and enclosed in a protective cover. ***See also***: pugillaria.

codicology
The study of the physical characteristics of manuscript books. By identifying the scribes and workshops that produced them, *codicologists* are able to establish interrelationships among manuscripts, which assist scholars in detecting alterations (accidental and intentional) in classical and medieval texts. Compare with bibliology.

codification
The process of creating systematic rules to govern a specific activity, such as the cataloging of bibliographic materials. In the United States, Britain, and Canada, the joint efforts of the American Library Association, the Library Association (UK), and the Canadian Library Association have produced *Anglo-American Cataloging Rules* which apply to library materials in various formats (books, manuscripts, cartographic materials, music, sound recordings, motion pictures and videorecordings, graphic materials, computer files, three-dimensional artifacts and realia, microforms, and serials).

co-edition
An edition for which two or more publishers share responsibility, for example, ***The Great Libraries: From Antiquity to the Renaissance***, published in 2000 by Oak Knoll Press and The British Library. In most cases, the original publisher grants the exclusive right to market and distribute the publication within a specific sales territory to one or more other publishers (see co-publishing). The title page of a co-edition may bear the imprint of the originator, of one of the companies granted distribution rights, or of all the co-publishers. Compare with export edition and joint publication. ***See also***: joint imprint.

coextensive entry
The principle in indexing that the subject heading or descriptor assigned to a work should encompass *all* the significant concepts covered in the item (and no more). Thus a book about painters and poets would require the heading "Painters and poets," rather than separate headings for "Painters" and "Poets." Coextensive indexing is attempted in the PRECIS system. Also spelled *co-extensive entry*. Compare with specific entry.

coextensive heading
A subject heading that indicates all or most of the subjects of a bibliographic item, for example, the Library of Congress subject heading **United States--History--Civil War, 1861-1865--Participation, African American--Juvenile literature** assigned to the juvenile book *Black, Blue & Gray: African Americans in the Civil War* (Simon & Schuster: 1998). Also spelled *co-extensive heading*. Compare with post-coordinate indexing. ***See also***: exhaustivity.

coffee table book

An expensive book on a popular subject, usually oversize and lavishly illustrated, with the text clearly subordinate to the illustrations. Designed primarily for display and casual browsing rather than cover-to-cover reading, coffee table books are often marketed on the decorative appeal of their colorful dust jackets. In trade bookstores, they may be sold at a deep discount, especially at Christmas to attract gift buyers. Public libraries may add them to the collection when received as gifts, provided demand exists for the subject and their condition is good. Academic library approval plans generally exclude them. Compare with table book.

cognitive style

The manner in which an individual habitually organizes a problem-solving or learning experience, especially whether the person prefers content that is already structured (lecture-style) or is more likely to impose his/her own structure on the material (hands-on approach). Differences in learning style have important implications for the delivery of reference services and bibliographic instruction, and for the design of online tutorials and library Web pages.

coil binding

See: spiral binding.

cold boot

To restart a computer by turning the power off and turning it back on again, causing the files in its operating system to be re-executed. This procedure is sometimes helpful in getting a computer "unstuck" when it locks up unexpectedly during processing and rebooting fails to get it going again, but the user should be aware that powering down will result in loss of unsaved data.

cold-crack

The tendency of the adhesive on the spine of a perfect-bound book to split at very low temperatures, reducing the text block to a pile of loose leaves. The inability of hot-melt adhesives to withstand cold temperatures makes them unsuitable for use in bindings marketed in countries like Finland and Russia where winter temperatures can be severe. The problem is eliminated in Otabind adhesive binding which uses slower drying, cold-resistant polyvinyl acetate (PVA) adhesive.

collaborator

A person who works closely with one or more associates in producing a work to which all who participate make the same kind of contribution (shared responsibility) or different contributions (mixed responsibility), for example, essays written by different authors for publication in a collection, or illustrations for a children's book in which the text is written by a person other than the illustrator. ***See also***: joint author.

collate

To determine, usually by close examination of signatures, leaves, illustrations, and other characteristics, if a copy of a book is complete and perfect, or to compare it with descriptions of ideal copies found in bibliographies for the same purpose. Also, to

compare two printed works page-by-page and line-by-line, to establish whether they are identical copies or variants of the same text.

Also, to check a book before binding to be sure that it is complete and that the sections are gathered in correct sequence, a task is made easier by *collating marks* printed along the back fold to make misplaced sections easier to spot. The marks are concealed after the lining has been applied to the binding edge.

Also, to merge two or more ordered sets of documents, records, pages, or data into a single desired sequence. High-end photocopiers usually have collating capability.

collating mark

See: collate.

collation

In library cataloging, a synonym for the physical description area of a bibliographic record, which has fallen into disuse.

In binding, a list of the signatures of a book, indicating the number of leaves in each. Also, the process of checking the physical make-up of a book for completeness before binding, particularly the presence of all illustrations, plates, and maps not printed with the text.

In analytical bibliography, the comparison of two texts of the same work to determine which is the first edition or the definitive text.

Also refers to the merger of two ordered sets of documents, records, pages, or data into a single desired sequence.

collected edition

An edition of the previously published works of an author, issued in a single volume or uniform set of volumes, usually under a collective title. Compare with author's edition.

collected work

See: collection.

collected works

See: author's edition.

collectible

Any class of things, usually old or rare but lacking intrinsic value, which people accumulate as a hobby or in the expectation that the value will rise (autographs, comic books, phonograph records, etc.). Also used as an adjective to describe something sought by collectors, for example, first editions and incunabula.

collecting archives

An independent organization, or unit within a larger organization or institution, responsible for building a collection of records and documents from a variety of

sources, in keeping with the mission of the parent institution, for example, a manuscript repository in the library of a major university. Archives of this type may provide online access to a portion of their resources (*example*: *Declaring Independence: Drafting the Documents* exhibit at the Library of Congress) or be completely electronic (*USGenWeb Archives* hosted by RootsWeb). ***See also***: personal archives.

collection

In library cataloging, three or more independent works or long excerpts from works by the *same* author, or two or more independent works or excerpts from works by *different* authors, not written for the same publication or occasion, published in a single volume or uniform set of volumes, for example, a book of essays written by one or more essayists. Selected for publication by an editor, the works are listed in order of appearance in the table of contents in the front matter. Synonymous with *collected work*. Compare with anthology and compilation. ***See also***: analytical entry.

Also refers to a number of documents (books, reports, records, etc.), assembled in a single location by one or more persons, or by a corporate entity, and arranged in some kind of systematic order to facilitate retrieval. ***See also***: library collection.

collection agency

A commercial enterprise that specializes in collecting past-due bills from people who owe them, usually by informing the person that their credit record will suffer unless prompt payment is received. Most public libraries enter into a contractual agreement with such an agency to handle the collection of unpaid bills for items lost, damaged, or long overdue. Academic institutions have the option of withholding grades or diploma from a student until library fines are paid.

collection assessment

The systematic evaluation of the quality of a library collection to determine the extent to which it meets the library's service goals and objectives and the information needs of its clientele. Deficiencies are addressed through collection development. Synonymous with *collection evaluation*.

collection development

The process of planning and building a useful and balanced collection of library materials over a period of years, based on an ongoing assessment of the information needs of the library's clientele, analysis of usage statistics, and demographic projections, normally constrained by budgetary limitations. Collection development includes the formulation of selection criteria, planning for resource sharing, and replacement of lost and damaged items, as well as routine selection and deselection decisions.

Large libraries and library systems may use an approval plan or blanket order plan to develop their collections. In small and medium-sized libraries, collection development responsibilities are normally shared by all the librarians, based on their interests and subject specializations, usually under the overall guidance of a written collection development policy. Compare with collection management.

collection development policy

A formal written statement of the principles guiding a library's selection of materials, including the criteria used in making selection and deselection decisions (fields covered, degrees of specialization, levels of difficulty, languages, formats, balance, etc.) and policies concerning gifts and exchanges. An unambiguously worded collection development policy can be very helpful in responding to challenges from pressure groups.

collection evaluation

See: collection assessment.

collection level cataloging

The encoding level used to control separately published documents (maps, pamphlets, ephemera, etc.) which are unrelated bibliographically and do not warrant the expense of full level or even minimal level cataloging, but have research value and can be cataloged as a single item under a collective title because they share at least one unifying characteristic (author, issuing body, language, subject, genre, etc.). Synonymous with *collective cataloging*.

collection maintenance

Measures taken on a routine basis or as needed to preserve the materials in a library collection in usable condition, including mending, repairing, binding, rebinding, and reformatting, usually the responsibility of the technical processing and serials departments.

collection management

The application of quantitative techniques, such as statistical and cost-benefit analysis, to the process of collection development, usually limited to large libraries and library systems. In a more general sense, the activity of planning and supervising the growth and preservation of a library's collections, based on an assessment of existing strengths and weaknesses, and an estimate of future needs.

collective bargaining agreement

A legally binding contract signed on behalf of library staff organized in a *collective bargaining unit*, by elected representatives authorized to negotiate terms of employment with management, including salaries and wages, benefits, job responsibilities, evaluation for promotion and tenure, grievance procedures, etc. Librarians employed at colleges and universities which grant librarians faculty status may be members of the same bargaining unit as the teaching faculty. ***See also***: compulsory arbitration and American Association of University Professors.

collective bargaining unit

See: collective bargaining agreement.

collective biography

A work in one or more volumes containing separate accounts of the lives of two or more individuals who lived within a specific time period, distinguished themselves in the same field or activity, or have some other characteristic in common (*example*:

Ordinary Women, Extraordinary Lives: Women in American History edited by Kriste Lindenmeyer). Written by one or more biographers, the essays in a collective biography are usually longer than the entries in a biographical dictionary, and may include a biobibliography or list of references for further reading.

collective cataloging
See: collection level cataloging.

collective name
See: corporate name.

collective title
In library cataloging, the title proper of a bibliographic item containing several works by one or more authors, issued in a single volume or uniform set of volumes, each with its own title distinct from that of the whole. Also refers to the title assigned by a cataloger to a group of separately published materials cataloged collectively.

college bookstore
A retail outlet operated in association with a college or university, selling new and second-hand textbooks and trade editions used by professors as assigned reading in their courses. College bookstores also sell popular reference books, school supplies, greeting cards, college memorabilia, general interest magazines, bestsellers, and nonfiction trade titles of interest to the student market. They can be owned and managed by the institution served, operated by an independent contractor, or run as a cooperative. Compare with trade bookstore.

college catalog
See: course catalog.

college dictionary
See: desk dictionary.

college library
A type of academic library maintained by an independent four-year college, or by one of several colleges within a larger university, for the use of students and faculty. Compare with undergraduate library.

collocation
In library cataloging, the process of bringing together all the bibliographic records representing works by the same author, of variant titles, of different editions, of the same series, or on closely related subjects, by assigning the same access point to facilitate retrieval. For example, the preparation of entries under a heading for the predominant name of an author who wrote under one or more pseudonyms. Collocation often requires the use of cross-references to direct the user to the authorized form of the name, title, subject heading, etc. ***See also***: authority control.

In classification, the arrangement of the subdivisions of a hierarchical classification system in a manner that places classes and subclasses of equal rank together, and shows the degree to which they are logically removed from the main class.

colloquy

A literary work written in the form of a conversation or dialogue (*example*: ***Aelfric's Colloquy***). Plural: *colloquies*.

Also refers to a conference in the form of a seminar, with several speakers participating in a discussion that is conversational in style and tone. Synonymous in this sense with *colloquium*.

Colon Classification

A classification system in which subjects are analyzed into facets based on their uses and relations, and then represented by synthetically constructed classes with the parts separated by the colon (**:**). Developed by S. R. Ranganathan in the 1930s, Colon Classification is used in libraries in India and in research libraries throughout the world.

colophon

A Greek word meaning "finishing touch." A statement given at the end of the text of an early manuscript, indicating the title of the work, name of scribe, and place of copying. The colophon may also include an expression of gratitude to the patron or client who commissioned the copy, and a warning against unauthorized copying. Early printed colophons followed the manuscript tradition, giving the name and emblem (imprint) of the printer, date of printing, number of copies printed, and sometimes an apology to the reader for any errors in the text. Synonymous with explicit. ***See also***: *impensis*.

In modern printing, a statement printed at the end of the text, or on the verso of the title page of a book, giving the name of the printer, typeface, grade of paper, materials used in binding, and sometimes the names of those responsible for producing the edition. Also refers to a printing device, usually an emblem, used to represent a publisher's imprint.

color plate

An illustration in color, usually printed separately from the text on a different grade of paper and bound with others in one or more sections of a book. Also spelled *colorplate*. Compare with duotone and monochrome plate.

color supplement

A magazine printed in color to be issued with a Sunday newspaper (*example*: ***The New York Times Magazine***). Also refers to a section of illustrations printed in color for insertion in the center of a magazine or book, whether removable or not.

colporteur

From the French words *col* (neck) and *porter* (to carry). A peddler of newspapers and books printed in inexpensive edition, (almanacs, primers, Bibles, etc.), who traveled around the countryside of Europe, carrying his wares in a box or basket attached to a neck strap as he hawked them in the streets and door-to-door. In Britain, itinerant salesmen were sometimes employed by religious societies to sell or distribute religious tracts on foot. *Colportage* flourished from the late 15th century, when

printed works first became available, until the end of the 18th century despite unsuccessful efforts by the French government to suppress the trade because it helped spread the revolutionary new ideas that eventually led to reformation and revolution.

column

One of two or more vertical sections of written or printed text separated from each other by a ruled line or blank space, as in ancient scrolls, newspapers, and language dictionaries. The length of a newspaper article is expressed in column inches. Abbreviated *col*. ***See also***: double column.

Also refers to an essay providing commentary on a current issue, sometimes from a political point of view (left, right, or center), usually printed on or near the editorial page of a newspaper, or in a magazine or trade journal (*example*: Carol Tenopir's *Online Databases* column in *Library Journal*). National political columnists are often syndicated. Compare with editorial.

column inch

In newspaper and magazine publishing, the unit of measurement in which the length of an article or size of a paid advertisement is expressed, equivalent to the width of a column of type multiplied by one inch of depth.

columnist

A journalist who writes regular commentary on current issues for publication in a magazine or newspaper, or in more than one newspaper, usually from a political position left or right of center, or expressing an original point of view on a matter of interest to readers. National political columnists are often syndicated. Also refers to a specialist in a particular field or on a given subject who writes regular commentary for a magazine or trade journal (*example*: Roy Tennant who writes the *Digital Libraries* column in *Library Journal*).

COM

See: **c**omputer **o**utput **m**icroform.

comb binding

A form of mechanical binding in which a row of interconnected curved plastic teeth is inserted into slots punched along the binding edge of the leaves of a publication to hold them together, used for binding calendars, lab manuals, instruction manuals, and workbooks which must open flat to be used conveniently. If the plastic spine is wide enough, the title may be printed on it. Compare with spiral binding and loose-leaf.

comcatalog

See: computer-output microform catalog.

comedy

A dramatic work in which an amusing event, or series of events with a happy ending, is presented for the enjoyment of the audience or reader. Comic effect is usually achieved by emphasizing incongruity of character in dialogue and/or action. When such an effect is achieved with subtle insight, the result is "high" comedy, as distinct from "low" comedy which appeals to cruder perceptions. The earliest surviving

examples of classical comedy are the eleven plays of Aristophanes, thought to have been written and performed in Athens in the 5th century B.C. Compare with farce. ***See also***: tragedy and tragicomedy.

comic book

A booklet, usually printed in color on paper made from wood pulp, containing one or more stories told pictorially in a continuous strip of cartoon panels, with any dialogue or monologue enclosed in balloons or given in captions. An extended form of the comic strip seen in daily newspapers, comic books are often published in series classified by genre (adventure, fantasy, romance, science fiction, etc.). They are acquired by libraries for special collections on popular culture, and are of considerable interest to private collectors. ***See also***: graphic novel.

command-driven

A computer interface in which the user must type a command statement or query to achieve the desired result, usually faster than a menu-driven interface, but not as user-friendly for novices who must invest time and effort in learning the system's command language.

commentary

A critical or explanatory note or collection of notes on a sacred or literary work, accompanying the text or issued separately, usually written by a person (or persons) other than the author. Commentaries are usually devoted to major works that have been the subject of considerable interpretation (***Bhagavad-Gita***, ***Bible***, ***Koran***, etc.). Also refers to an historical narrative written largely from personal experience (***Seven Commentaries on the Gallic War*** by Julius Caesar). Synonymous in this sense with memoirs. In a more general sense, a series of remarks or observations, made by someone with authority to speak and be heard on the subject, for example, a journalist writing a column on a political or social issue.

commercial journal

A scholarly journal or trade journal published by a for-profit company (*example*: Elsevier), as opposed to a journal published by a university press or nonprofit organization, such as a scholarly society or professional association. Relentless price increases have become an important issue for libraries that subscribe to commercially published journals.

commercial publisher

A publisher in the business of producing and selling books and/or other publications for profit, as opposed to a university press or the publishing arm of a scholarly society, professional association, or other nonprofit organization that operates on a cost-recovery basis. The term includes trade publishers and popular presses. In commercial publishing, the decision to publish is influenced by sales potential, sometimes at the expense of originality and quality.

commercial television

Television broadcast stations for which profit is the prime concern. In the selection of programming, commercial stations rely heavily on ratings because their advertisers

are motivated by the desire to reach the widest possible viewing audience. Compare with public television.

common carrier (CC)

A telecommunication service, such as a telephone or cable company, that provides wire and/or microwave services to businesses and the general public, usually at rates regulated by federal, state, or local government.

Common Gateway Interface (CGI)

A program interface installed on a Web server, that allows Web pages to be linked to databases and other programs in such a way that input can be entered via the Web page and sent to a database management system for searching. Results are sent back by the DBMS and presented to the user in HTML format.

commonplace book

A book with blank pages in which passages in prose or verse are recorded irregularly by its owner as ideas for future exploration or contemplation, sometimes arranged by subject. The writer may note only his own thoughts and ideas, or excerpt those of other writers or speakers. Commonplace books kept by persons of stature, such as Ralph Waldo Emerson and Thomas Jefferson, have been deemed worthy of publication. Although interest in this form of literary expression has waned, it is still used by poets (*example*: ***A Certain World*** by W. H. Auden). ***See also***: diary and journal.

communications

The transfer of information from one physical location to another by electronic means. The term *telecommunication* refers to both analog and digital communications, including the transmission of voice and video. *Data communications* refers to digital communications only, occurring via modem over a telephone line, by direct cable to another PC equipped with file transfer software, from a remote terminal connected to a minicomputer or mainframe, from one node to another on a local area network (LAN), or between client and server in a network environment. A *communications device* is a piece of hardware, such as a modem, cable, or port, designed to facilitate data transmission.

compact disc (CD)

A digital audiorecording medium introduced in 1982, capable of storing up to 74 minutes of high-fidelity stereophonic sound in a single spiral track on one side of a 4.75-inch disc, similar to the track on a phonograph record. Designed to be read by a laser beam and decoded inside a device called a *CD player*, compact discs not only provide clearer sound than phonograph records and audiotape, but are capable of recording a much wider range of volume. In libraries, CDs are usually shelved separately, often in specially designed display cases. Some libraries provide listening equipment on the premises. In *AACR2*, the term "sound disc" is used in the physical description area of the bibliographic record representing a compact disc, with "digital" given as type of recording. ***See also***: optical disk.

compact edition

An edition in which the physical size of a long work is reduced, usually by altering the format without changing the content, for example, ***The Compact Oxford English Dictionary*** (second edition) reproduced micrographically and issued in a slipcase with a microprint reader. Compare with concise edition.

compact shelving

Library shelving designed to maximize the storage capacity of a given space by incorporating movable elements such as shelf ranges on tracks. Because it is considerably heavier than normal shelving when filled, compact shelving requires more structural support, an important design consideration in the construction of a new library facility. ***See also***: compact storage.

compact storage

A library shelving area, often reserved for low-use materials, in which narrow aisles, higher than normal shelves, and/or compact shelving is employed to maximize storage capacity. The building must be structurally capable of supporting the additional weight. Compact shelving with movable parts may be subject to electrical or mechanical failure.

company file

A collection of information about one or more commercial enterprises, usually maintained by a corporation or business library for the use of employees, business students, investors, career counselors, job seekers, etc. Annual reports, SEC filings, trade catalogs, issues of house organs, news clippings, photographs, etc., are usually organized alphabetically by name of firm. Synonymous with *corporation file*.

company library

See: corporation library.

comparative librarianship

The study and analysis of similarities and differences in librarianship as practiced in different countries, to identify or clarify underlying principles, expand awareness of successful practices, facilitate cooperation, etc.

comparative table

An alphabetical list of selected topics in a complete or extensive revision of Dewey Decimal Classification, giving the class number in the current edition and the corresponding number used in the preceding edition. In most cases, only numbers for comprehensive works are given. ***See also***: equivalence table.

compatibility

The ability of computer software to run on hardware other than that for which it was originally designed. Compatibility can be *upward* (or *forward*) in programs capable of running on newer, more powerful machines, or *downward* (*backward*) in programs that will run on older, less powerful machines.

compendium

A work that presents in condensed form the main points of a longer work, prepared

by a person other than the original author. Also, a work that treats a broad subject or entire field of knowledge briefly and concisely, sometimes in the form of an outline. Used synonymously with digest and epitome.

competencies
The capabilities expected of a person hired to perform a specific job, or upon successful completion of a course of study or training. In librarianship, the knowledge, skills, and experience necessary to effectively handle professional responsibilities, usually within a specialization, expressed inclusively rather than as a set of minimum standards. For an example, please see the *ALSC Competencies* for librarians serving children in public libraries.

compilation
A work assembled from the works of various authors, or the various works of a *single* author, into an ordered whole by a person other than the original author, without editorial alteration of the original text. Laws, rules, procedures, regulations, and technical data are particularly subject to compilation. The person who puts such a work together is a compiler. In a broader sense, any book or other written work assembled, sometimes over an extended period of time, from materials gathered from a variety of sources, for example, a bibliography or index. Compare with anthology and collection.

compile
To gather and put together pieces of information or materials from various sources in an orderly structured whole, as in the creation of a bibliography or index. The person who assembles such a work is the compiler and the resulting work is called a compilation.

compiler
A person who selects and assembles written or printed material from the works of various persons or bodies, or the various works of a *single* person or body, into a ordered whole, without editorial alteration of the original text. The resulting document is called a compilation. When the compiler's name is indicated in or on the chief source of information, it is entered in the statement of responsibility area of the bibliographic record that represents the item in the library catalog. Compare with editor.

completeness
An indication of how much of the published run of a serial title is held by a library, usually given in the holdings note as: *complete* (95-100% held), *incomplete* (50-94% held), or *scattered* (less than 50% held).

complete works
See: author's edition.

complimentary copy
In publishing, a copy of a book sent without charge to an instructor for consideration as a textbook for students enrolled in courses on the subject. Faculty members

sometimes donate complimentary copies to the library at the institution with which they are affiliated. Synonymous in this sense with *inspection copy*. In a more general sense, any copy of a book or periodical given away by the publisher to promote sales, including author's copies, desk copies, and review copies.

composer
The original creator of a musical work in any form, entered as author in the bibliographic record created to represent the work in the library catalog. Compare with arranger and performer.

composite volume
A bound volume containing two or more separately published works, for example, a collection of brochures or music scores.

composite work
An original work produced as the result of a collaboration between two or more authors or composers in which the contribution of each is a separate and distinct part of a planned whole (*example*: Festschrift). Compare with joint author. ***See also***: shared responsibility.

composition
The putting together of words to express an idea, sentiment, thesis, analysis, or conclusion, as in a work of poetry or prose, or in the form of a writing exercise assigned as school work. In a musical composition, the message is expressed in musical notation. Also refers to the piece of writing or music that is the result of such activity.

In printing, the process of preparing copy, assembling type, and making up type and display matter into pages. In letterpress, these tasks are accomplished by the compositor.

compositor
The worker responsible for setting (*composing*) the type used to print a book or other publication. In letterpress, the compositor holds the *composing stick* in his left hand and removes the individual elements of type, called *sorts*, each bearing an individual letter or other character, from the *case* with his right hand, assembling each line in sequence until the stick is full and ready to be transferred to a tray called a galley. The compositor is also responsible for making up the galleys into pages, a process that includes inserting display matter, dividing the matter into page lengths, adding running heads, page numbers, footnotes, etc., and imposing the pages in a frame called a chase which, when locked up, constitutes a forme ready to be placed on the bed of the press for printing.

compound name
A name formed by joining two or more proper names with a hyphen (*example*: **Marie-Louise**), conjunction (**Simon & Schuster**), or preposition (**Alcuin of York**). ***See also***: compound surname.

compound subject heading

A subject heading consisting of two or more words that together represent a single concept (*examples*: "Bibliotherapy for children," "Book reviewing," "Library catalogs") or two closely related concepts ("Libraries and adult education"). In some cases semantic factoring yields false drops (School + Library --> Library school / School library).

compound surname
A surname composed of two or more proper names, usually joined by a hyphen, conjunction, or preposition. Under *AACR2*, compound surnames are entered under the element preferred by the person, with cross-references from the other elements (*example*: **Lloyd George, David, 1863-1945** with a reference from **George, David Lloyd**, his correct paternal surname). Hyphenated surnames are entered under the first element (**Bourke-White, Margaret, 1904-1971**).

comprehensive
All-inclusive or all-encompassing. An index, bibliographic database, or other work of reference, compiled with the stated goal of covering all possible aspects of a subject, or all the published literature on a subject or in a field or discipline. In bibliography, an attempt to list of *all* the works that meet the criteria for inclusion established by the bibliographer as to author, subject, publication type, currency, etc. The opposite of selective.

comp time
See: flextime.

compulsory arbitration
The process in which representatives organized labor and management, having reached an impasse in contract negotiations, submit their differences to a legally designated *arbitrator* or *arbitration board* authorized to hear arguments from both sides on unresolved issues and reach a final binding decision. Both sides are required to accept the outcome. ***See also***: collective bargaining agreement.

compulsory retirement
Mandatory retirement at a fixed age, usually established by the employer and stipulated in its personnel policy. Compulsory retirement is a controversial legal issue in the United States. Organizations that have no mandatory retirement age may offer periodic retirement incentives to long-time employees, aimed at reducing payroll costs.

computer file
Data or programs encoded in machine-readable format for processing by a computer. Data files stored on a computer are usually organized by topic or other characteristic in directories and subdirectories. Synonymous with *machine-readable data file*.

computer literacy
The skills required to retrieve information efficiently and communicate effectively using computer hardware and software, based on a conceptual understanding of computer technology and how it can be used to accomplish specific tasks, including

an awareness of its inherent limitations, as well as its advantages. Because most hardware and software is progressively upgraded, an ongoing effort is required of the user to remain computer literate. Compare with information literacy.

computer output microform (COM)

Computer output produced directly on microfiche or microfilm without ever having been printed on paper. A device called a *COM recorder* converts digital data into a form that can be read by the human eye before recording it on film. ***See***: computer output microform catalog.

computer output microform catalog

A library catalog produced directly on microfiche or microfilm from a file of machine-readable bibliographic records, using a special recording device called a *COM recorder*. *Comcatalog*s are more compact than card catalogs, but a microform reader-printer machine is required to display and print individual catalog records. Prior to the development of online catalogs, this format was preferred for state, regional, and consortial union catalogs.

computer program

A set of instructions written in a programming language to enable a computer to process data, perform operations, and solve logical problems. Synonymous with software. ***See also***: application and operating system.

Comstock, Anthony, 1844-1915

An American reformer with a high school education who in 1873, after serving in the Union army during the Civil War, founded the New York Society for the Suppression of Vice and devoted the rest of his life to waging an aggressive crusade against pornography, abortion, gambling, swindling, medical quackery, and other activities he considered morally offensive. Comstock used his influence to persuade Congress to pass what became known as the "Comstock laws" empowering the U.S. Postal Service to exclude from the mail books and other publications which he considered indecent or obscene, including information about contraception. After Comstock publicly attacked the first American production of George Bernard Shaw's play *Mrs. Warren's Profession*, the British playwright dubbed his rigid views and repressive methods "comstockery," turning his name into a public symbol of censorship based on prudery.

comstockery

See: Comstock, Anthony.

concatenate

From the Latin *con* ("together") and *catenare* ("to chain"). To join two or more data fields within a record to create a single field. In a more general sense, to link items together in a series, for example, several related essays or long excerpts for publication in a collection.

concertina

A form of bookbinding in which the spine is continuous with the front and back

covers, but folded in narrow accordion-style pleats to which the leaves or folios are attached along the peaks or valleys of the folds. Compare with zig-zag book.

Also refers to a method of folding paper in which each successive fold is parallel with, but in the opposite direction to, the preceding one. Synonymous with *accordion fold*, *fan fold*, and *z-fold*. ***See also***: Chinese style.

concise edition

An edition in which the content of a longer work is stated in the fewest possible words, sometimes aimed at beginners in the field (*example*: ***The Concise AACR2*** published by ALA Editions). In the concise edition of a dictionary, infrequently used words and phrases in the full edition are omitted, and long definitions may be shortened. In a concise encyclopedia, the text is shortened and less important entries may be dropped entirely. The adjective "concise" is sometimes used in the titles of works *not* based on a longer work, to indicate that the content is expressed succinctly. Compare with compact edition. ***See also***: abridgment.

concordance

An alphabetically arranged index of the principal words or selected words in a text, or in the works of an author, giving the precise location of each word in the text, with a brief indication of its context. A *glossarial concordance* includes a brief definition of each term. Concordances are usually devoted to very well-known works, such as the *Bible*, or to the works of a major writer (Chaucer, Shakespeare, etc.). Compare with dictionary.

condensation

See: abridgment.

condensed

A typeface narrower in proportion to its height than the normal version of the same style, used in printing to fit more text than normal in a column or on a page. The opposite of expanded.

condensed book

A single volume, usually published in inexpensive hardcover edition, containing abridgments or long extracts from several separately published works, usually of fiction. In the United States, the *Reader's Digest Condensed Book Club* is a prolific distributor of condensed books. Most libraries specify in their collection development policy that works are to be purchased in unabridged form.

condensed score

The score of a musical work composed for orchestra or band in which the principal parts, usually given by type of instrument (woodwind, brass, strings, percussion), are reduced to a minimum number of staves.

condition

The physical state of existence of a book or other document at a particular point in time, designated in the antiquarian and used book trade by a two-part code (*example*: VG/G) in which the first part (VG) indicates the condition of the book itself and the

second part (G) the condition of its dust jacket. A hyphen or dash following the slash indicates that the dust jacket is missing. Antiquarian book dealers grade condition as follows:

> **As New/Mint** - in the same flawless condition as when published (no defects, missing pages, or ownership marks); dust jacket in perfect condition (no chips, marks, or tears).
> **Fine (F or FN)** - nearly new, but not as crisp and clean as mint; small defects in dust jacket are noted.
> **Very Good (VG)** - shows some signs of wear, but has no tears in paper or binding; defects are noted.
> **Good (G)** - an obviously worn book in which all the pages or leaves are present; defects must be noted.
> **Fair** - worn but all pages present; may lack endpapers, half-title, etc.; binding and jacket also show signs of wear; defects must be noted.
> **Poor** - text complete, but so worn that it can be sold only as a reading copy; missing parts must be noted.

See also: as issued, brittle, chipped, cracked, damaged, doctored, dog-eared, foxing, mildew, rubbed, shaken, sunned, w.a.f., warping, water-damaged, and worming.

conference

A formal meeting of a group of individuals, or representatives of several bodies, to provide the opportunity for discussion or consultation on topics of mutual interest. When published colelctively, the papers presented at such a meeting are called proceedings. Abbreviated *conf*. Compare with workshop. ***See also***: conference name, library conference, and preconference.

Also refers to a formal meeting of the representatives constituting the legislative or governing authority of a corporate body, usually for the purpose of discussing and acting on issues of importance to the organization.

conference name

The official name of a meeting, conference, workshop, symposium, exhibition, exposition, festival, athletic contest, scientific expedition, etc., used as the corporate name heading in cataloging any publications issued in its name. Form of heading is subject to authority control.

conference proceedings

See: proceedings.

confidentiality

In the delivery of library services, the right of patrons to have the nature of their research and library transactions remain private. Under the guidance of the *ALA Code of Ethics*, librarians and library staff members are encouraged to "protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." For this reason, automated circulation systems are designed to delete from the patron record all

indication that a specific item has been borrowed once it has been returned to the library, and to limit access to borrower accounts to authorized personnel. ***See also***: Library Awareness Program.

configuration

The physical arrangement and functional relationships of the various components of a computer system, usually established to meet the needs and preferences of its users. The term *configurability* has been coined to refer to the ease with which a computer system can be modified or customized to meet changing needs and requirements.

conjoint leaves

Two leaves formed by one piece of parchment, vellum, or paper, usually folded lengthwise down the center. In a book, they may be bound into a section in such a way that they are not adjacent in the resulting sequence of leaves, but when traced through the back of the volume are found to be of a single piece, for example, in a 16-page signature, pages 3-4 (leaf 2) would be the *conjugate* of pages 13-14 (leaf 7) and vice versa.

conjugate

See: conjoint leaves.

connect time

The length of time a user is logged on to a remote computer network or system. Some Internet service providers began by charging subscribers on the basis of connect time, but most ISPs now provide unlimited access for a fixed monthly fee. Connect time is still used by some database vendors as the basis for billing (*example*: DIALOG).

CONSER

An acronym for **C**ooperative **ON**line **SER**ials, a cooperative online serials cataloging program that began in the early 1970s as a project to convert manual serials cataloging to machine-readable format. Since then it has evolved into a program for creating and maintaining high quality bibliographic records for serial publications. **CONSER** also establishes standards for serials.

Residing within the OCLC Online Union Catalog, the **CONSER** database is maintained by program members, which include the national libraries of the United States and Canada, and their respective ISSN centers; selected academic, U.S. federal, and special libraries; participants in the U.S. Newspaper Program (USNP); and selected library associations, subscription agencies, and abstracting and indexing services. **CONSER** is a component of the Program for Cooperative Cataloging (PCC). Click here to connect to the **CONSER** homepage.

conservation

The use of physical or chemical methods to ensure the survival of manuscripts, books, and other documents, for example, the storage of materials under controlled environmental conditions or the treatment of mildew-infected paper with a chemical inhibitor. Non-invasive techniques are preferred as a means of preserving items in their original condition. In a more general sense, any measures taken to protect

archival or library collections from damage or deterioration, including initial examination, documentation, treatment, and preventive care supported by research. A person educated, trained, and experienced in such procedures is a *conservator*. Click here connect to *CoOL (Conservation Online): Resources for Conservation Professionals*, a project of the Preservation Department of the Stanford University Libraries. ***See also***: conservation binding and conservation center.

conservation binding

Binding or rebinding intended to ensure the long-term survival of a manuscript or book while maintaining the integrity of its original form, as opposed to binding or rebinding for appearance or durability regardless of the implications for conservation.

conservation center

An organization that specializes in the protection and rehabilitation of printed and photographic materials, especially damaged or deteriorating items. Conservation centers support the enhancement of preservation programs in libraries, archives, museums, and other historical and cultural organizations. Some conservation centers also provide disaster assistance (*example*: Northeast Document Conservation Center).

conservator

See: conservation.

consignment list

See: box list.

consistency

In indexing, the degree of similarity between the subject headings or descriptors assigned to the same item or document by different indexers, or at different times by the same indexer.

consolidated shipment

In the book trade, a batch of materials sent by a publisher, jobber, or other vendor to a library or bookseller which includes both recently ordered titles and items on back order, combined to reduce shipping costs.

consolidation

The merger of two or more separately administered libraries, or organizational units within a library, into one unit under a single administration, usually for reasons of efficiency and/or economy, or to improve quality of service.

consortium

An association of independent libraries and/or library systems established by formal agreement, usually for the purpose of resource sharing. Membership may be restricted to a specific geographic region, type of library (public, academic, special), or subject specialization. One of the leading examples in the United States is OhioLINK which includes Ohio's college and university libraries and the Ohio State Library. Plural: *consortia*. Compare with network.

conspectus

A survey of a topic or body of literature that takes a general or comprehensive view of the subject. Also, a summary or digest that retains the basic pattern or structure of a larger work, but condenses the content considerably.

In libraries, a method of uniform collection assessment developed in North America in 1979 to facilitate resource sharing. The system uses codes to survey strengths, levels of difficulty, linguistic and geographical coverage, etc., recorded on worksheets in subject areas based on Library of Congress Classification. In 1982, the Research Libraries Group initiated the RLG Conspectus Online to provide electronic access to data on the collections of research libraries in the United States. The system was subsequently adopted by the Association of Research Libraries for its North American Collection Inventory Project (NCIP). It has also been adapted by the National Library of Canada and is used in the UK, Australia, and some European countries. In the 1990s, after the Western Library Network (WLN) developed PC software that enables libraries to develop and maintain local collection assessment databases, use of RLG Conspectus Online dwindled and the files were removed from *RLIN* in 1997. Click here to view the collecting levels of the RLG Conspectus, used in Library of Congress policy statements to define the extent of its collections.

constituency

The persons represented by a library or library system when it seeks funding for daily operations, new programs, and capital improvements, and when it lobbies for legislation favorable to its interests. Successful library administration depends on winning the approval of the library's *external* constituency (voters, users, supporters, etc.) through quality of service, public relations, and community outreach programs. A library also has an *internal* constituency consisting of its employees and management. ***See also***: library advocate.

consultant

A person with knowledge and experience in a specialized field, hired by a library or other institution to analyze a problem and provide professional or technical advice concerning possible solutions, especially when the required level of expertise is not available within the organization or the opinion of an outsider is desirable. A consultant may also participate in the planning and implementation phase of a recommended change.

consumer guide

A publication containing practical information and advice for prospective purchasers concerning the quality of products and services available in the market place. Some consumer guides are published serially (*example*: ***Consumer Reports Buying Guide***). High-demand consumer guides may be shelved in the reference section of a library, sometimes in ready reference. Used synonymously with buying guide.

container

A box or holder used for storing a bibliographic item, group of items, or part of an item (*example*: pull-case, slipcase, or solander). Physically separable from its contents, a container can be open or lidded. Compare with physical carrier.

conte

The French term for a narrative tale or short story of the medieval period, originally dealing with events of an imaginative nature (*example*: ***Guigemar*** by Marie de France, as distinct from her lais). In modern usage, the term is associated with any brief story of a few printed pages, regardless of genre. ***See also***: short short story.

contemporary

In the antiquarian and used book trade, a work published within the most recent decade. Also refers to a book in which all the parts (particularly the binding) were created at the time the edition was printed.

content

The essential matter or substance of a written work or discourse, as opposed to its form or style. In a more general sense, *all* the ideas, topics, facts, or statements contained in a book or other written work. Synonymous in this sense with *subject matter*. Also refers to the matter which is the subject of a course of study. Compare with contents. ***See also***: content analysis and editorial content.

content analysis

Close analysis of the explicit and implicit message of a work or body of communicated information through classification and evaluation of the important concepts, symbols, and themes it addresses, to determine its meaning and account for the effect it has on its audience.

content designator

Characters used as tags, indicators, and subfield codes in a machine readable bibliographic record to identify or provide additional information about the data elements of which it is composed. ***See also***: parallel content.

contents

All the divisions, chapters, articles, or individual works contained in a book, periodical, or other publication, usually listed with locators (page numbers) in order of appearance in the table of contents in the front matter of a book, or on a page near the front of an issue of a periodical. Compare with content.

Also refers to all the items physically contained in a box, binder, case, or holder designed for loose materials, for example, a pamphlet file or portfolio.

contents note

A note in the bibliographic record for a book, listing its major divisions (books, chapters, etc.) or the works contained in it (essays, interviews, short stories, poems, plays, etc.), usually by title.

context

In the most general sense, the entire situation, background, or environment relevant to an event, action, statement, work, etc. In a literary sense, the parts of a sentence, paragraph, or text that occur just before and after a specific word, phrase, or passage and determine its precise meaning. Quoting *out of context* may give a misleading impression of the intentions of the original speaker or author. Context is included in

certain types of keyword indexing (*see*: KWAC, KWIC, and KWOC).

context-sensitive

In computing, an interface designed to provide assistance to the user at the point when help is needed, as opposed to a program that provides a general help screen which the user must first locate and then navigate to find instructions or advice concerning a specific problem. ***See also***: wizard.

contingency fund

A special fund set aside in a library budget to cover unanticipated expenditures and emergencies. Contingency funds are commonly included in budgets for major capital improvements to allow for possible cost overruns.

contingency plan

An alternative plan of action prepared in advance to be put into effect should it become impossible to implement normal arrangements, or when certain predetermined conditions arise. An example might be the decision of a library to cut spending on monographs rather than cancel serials subscriptions in the event of an unexpected budget cut. Compare with disaster plan and emergency plan.

continuation

A book or other uncompleted work continued by another writer, usually after the death of the original author. Compare with sequel. ***See also***: posthumous.

Also, a work issued as a supplement to one previously published, or a part issued in continuance of a monographic set or series. Libraries normally place such materials on continuation order. In the catalog record for such a publication, a library's holdings are indicated in an open entry for a publication that is ongoing, or in a closed entry for one that has ceased.

continuation order

An order placed by a library with an agent or publisher to automatically supply until further notice each succeeding issue, volume, or part of a serial or series as published. If a continuation order does not specify a maximum price, it is assumed that the item may be shipped regardless of price. Some publishers offer a discount on continuation orders (usually 5-10%). Annuals (*example*: ***Literary Market Place***), reference sets (***Dictionary of Literary Biography***), and monographs revised and reissued in frequent editions (travel guides) are often purchased in this way. A special order record is created and maintained to track the receipt of such items. Synonymous with *standing order*. Compare with approval plan. ***See also***: open entry.

continuation order discount

See: discount.

continuing education

Formal instruction for persons who have completed an academic degree, moved into the workplace, and wish to keep up with changes and innovations in their field. For librarians, continuing education opportunities include courses offered online or

traditionally through a library school, training provided by commercial vendors, and workshops sponsored by bibliographic service centers and library associations, as well as independent study.

continuous pagination

Numbering the pages of two or more volumes or parts of a set, or the issues of a periodical comprising a volume, in a single unbroken sequence, beginning with number one. Compare with separately paginated. ***See also***: journal pagination.

continuous revision

The process of updating a textbook or reference work by revising a portion of the text and/or illustrations with each printing, as opposed to updating the entire content of the work all at once and publishing the result as a revised edition.

contour map

A topographic map that indicates relief by continuous lines, traditionally shown in brown ink, connecting points of equal elevation, with or without shading. The number of feet represented by the intervals between contour lines varies with the scale of the map. A topographic map of the sea floor is called a bathymetric map. Compare with relief map.

contract

A legally binding written agreement between an employer and 1) an individual librarian or other member of the library staff, or 2) librarians and/or staff organized in a collective bargaining unit for the purpose of negotiating terms of employment (salaries and wages, duties and responsibilities, promotion and tenure, vacation and sick leave, benefits, etc.) usually for a specified period of time. ***See also***: book contract and breach of contract.

contraction

A shortened form of a word or phrase used for brevity in place of the whole, formed by the omission of one or more letters or sounds, usually replaced by a hyphen (**e-mail** for *electronic mail*) or an apostrophe (**isn't** for *is not*). Compare with abbreviation and elision.

contraries

Impurities in the rag, waste paper, or other fibrous material from which paper is made, usually bits of wool, feathers, or twine, or hard materials such as metal staples, bone, or plastic which must be removed in the papermaking process to maintain quality of product. Contraries occasionally show as blemishes in a sheet of finished paper.

contrast

The degree of difference between the high and low tonal values in a print, photograph, or image on motion picture film, video, or television, maximum contrast being black and white with no intermediate gray tones.

contributor

One of several persons, each of whom writes one or more signed or unsigned portions

of a book, periodical, or other edited work. A *contribution* may consist of an article or column in a magazine or journal, an essay in a collection, a poem or story in an anthology, an entry in an encyclopedia, or one or more terms and definitions in a dictionary or glossary. Contributors are usually listed by name in the front matter or back matter of a book, on one page of a periodical, or in the last volume of a reference set, alphabetically by name or in the order in which their work appears. Compare with joint author.

control key

A key located in the lower left-hand corner of a standard computer keyboard, usually labeled **Ctrl** or **Ctl**, which can be used simultaneously with one or more other keys to give a specific command, for example, **Ctrl+Alt+Del** to reboot the operating system.

controlled access

Entry into a library, or use of a library collection, which is limited to registered members of the library's user group or some other category of user specifically granted access. The libraries of large private universities may extend access to all or part of their collections only to registered students, faculty, and staff. Use of special collections may be limited to authorized library staff, except by appointment. Compare with restricted access. ***See also***: closed stacks.

controlled vocabulary

An established list of preferred terms from which a cataloger or indexer must select when assigning subject headings or descriptors in the bibliographic record, to indicate the content of a work in the library catalog or in an index or bibliographic database. Synonyms are included as lead-in vocabulary, with instructions to *see* or USE the authorized heading.

For example, if the authorized subject heading for works about dogs is "Dogs" then all items about dogs will be assigned the heading "Dogs," including a work titled ***All About Canines***. A cross-reference to the heading "Dogs" will be made from the term "Canines" to ensure that anyone looking for information about dogs under "Canines" will be directed to the correct heading. Controlled vocabulary is usually listed alphabetically in a subject headings list or thesaurus of indexing terms. The process of creating and maintaining a list of preferred indexing terms is called vocabulary control. Synonymous with *controlled terms*. Compare with free-text search.

conventional name

A name, distinct from the real or official name by which a thing, place, or corporate body has become known, for example, "Wall Street" for the New York Stock Exchange. Compare with nickname.

conventional title

See: uniform title.

convention discount

A discount given on orders placed at a publisher's exhibit booth during a conference or convention, usually 10-20%, with 15% the norm. Librarians sometimes compile

lists of selected new books prior to attending a major library conference, to be prepared to take advantage of the anticipated discount. At the end of the conference, display copies may be sold at an even deeper discount, especially if the dust jackets are no longer in perfect condition. Synonymous with *show discount*.

convention issue

An issue of a trade journal devoted to a forthcoming conference or convention, providing a brief description of the program, information about exhibits, registration procedures, advice about travel and accommodations, and whom to contact for more details. Follow-up articles usually appear in the issue immediately following the event.

cookbook

A type of how-to book that gives instructions for preparing food, including recipes for specific dishes, notes about tools and ingredients, weights and measures, and sometimes directory information for culinary suppliers. Most cookbooks are specialized, focusing on a particular cuisine, type of dish, or category of food. Cookbooks for beginners often include color illustrations, but those intended by the author to be comprehensive are usually sparsely illustrated. Most public libraries include a diverse selection of cookbooks in the nonfiction section. Synonymous with *recipe book*.

cookie

A small string of data created by a Web server, transmitted to a computer connected to the Internet and stored in the cookie file of its Web browser. Originally intended to reduce the amount of time required for Web site registration by retrieving from the user's hard drive input provided in a previous visit, cookies can also be used to determine what a user viewed on previous visits, and on visits to other Web sites. Potential invasiveness has made cookies the subject of debate over privacy. Web browser software can be set to allow the user to accept or reject a cookie at the time it is offered, or to reject *all* cookies automatically. "Cookie manager" software provides a wider range of options.

cooperative cataloging

An arrangement in which a library or library system agrees to follow established cataloging practices and work in automated systems or utilities that facilitate the creation of bibliographic and authority records in a form that can be shared with other libraries. In North America, cooperative cataloging is facilitated by the uniform cataloging practices established under *AACR2R*. OCLC is the bibliographic utility used for cooperative cataloging in the United States. ***See also***: NUCMC.

Cooperative Online Resource Catalog (CORC)

A Web-based metadata system designed to facilitate access to electronic resources, **CORC** provides a catalog of bibliographic records for electronic resources, an authority file, a pathfinder database, and an enhanced version of Dewey Decimal Classification called *WebDewey*. Based on technology developed at OCLC, the **CORC** toolkit supports flexible automated bibliographic record creation, authority control, URL maintenance, subject heading assignment, and pathfinder creation.

Click here to learn more about **CORC**.

coordinate

One of a number of quantities used to indicate the position of a point, line, or plane with reference to a fixed system, such as a grid. On maps and charts of the surface of the earth and other heavenly bodies, the quantities are usually degrees, minutes, and seconds of *longitude* and *latitude*, or angles of declination and ascension.

coordinate indexing

See: post-coordinate indexing.

co-publishing

The simultaneous publication of an edition by two or more publishers, usually in different countries, to achieve economies of scale when the home market is not sufficient to guarantee a reasonable profit. Typically, a work is printed in the country of the originating publisher and then supplied to a publisher in another country with a title page bearing the imprint of the second publisher (or both). Subsequent printings may occur independently or cooperatively. In journal publishing, the result may be separate editions for each country or a bilingual edition marketed in both countries. Compare with export edition.

copy

To make a duplicate of a document or other work, by hand or any other process. Many early books were produced in only one copy. In medieval Europe, devotional works and the classics were laboriously hand-copied by monks and *copyists* known as scribes. Modern methods rely on printing and reprography. In data processing, to reproduce data from one file, location, or storage medium to another without alteration.

Also refers to a single specimen of a manuscript or printed document. Libraries sometimes purchase heavily-used items in multiple copies. Copy number is indicated in the catalog record and at the end of the call number, beginning with the second copy. In limited editions, the total number of copies printed and the number of each copy are recorded in the certificate of issue, usually on the verso of the leaf preceding the title page. ***See also***: aberrant copy, association copy, complimentary copy, desk copy, and distribution copy.

In publishing, matter that is to be typeset in preparation for printing, or incorporated as text into a hypertext document. ***See also***: fair copy and printer's copy.

copy card

A small plastic debit card available for purchase from a vending machine or at the circulation desk of a library, which can be used in photocopiers and microform reader-printer machines instead of cash to pay for paper copies of documents.

copy cataloging

Adaptation of a pre-existing bibliographic record (usually found in OCLC, *RLIN*, NUC, or another bibliographic database) to fit the characteristics of the item on hand, with modifications to correct obvious errors and minor adjustments to reflect locally

accepted cataloging practice, as opposed to creating a completely new record from scratch. Synonymous with *derived cataloging*. Compare with original cataloging.

copy editor

A person employed by a publisher to meticulously edit and mark up an author's typescript in preparation for printing, usually in accordance with house style as to spelling, abbreviation, punctuation, grammar, syntax, usage, citation style, etc. A good copy editor also checks the accuracy of facts, quotations, and citations, and is alert to possibilities of libel, plagiarism, etc.

copyist

See: scribe.

copy number

When multiple copies of the same edition are added to a library collection, the cataloger numbers each copy sequentially, beginning with the second. In the catalog record for the edition, each copy is listed separately in the holdings, with the copy number given at the end of the call number following the abbreviation *cop.* It is also printed at the end of the call number on the spine label attached to the outside of the physical item.

copyright

The exclusive legal rights granted by a government to an author, editor, compiler, composer, playwright, publisher, or distributor to publish, produce, sell, or distribute copies of a literary, musical, dramatic, artistic, or other work, within certain limitations (fair use). Copyright law also governs the right to prepare derivative works, reproduce a work or portions of it, and display or perform a work in public.

Such rights may be transferred or sold to others and do not necessarily pass with ownership of the work itself. Copyright protects a work in the specific form in which it is created, not the idea, theme, or concept expressed in the work, which other writers are free to interpret in a different way. A work never copyrighted or no longer protected by copyright is said to be in the public domain. ***See also***: copyright compliance, copyright date, copyright depository, infringement, intellectual property, international copyright, and pirated edition.

In 1710, the first copyright law in England gave protection to the author for fourteen years, renewable for a second period of equal length. In the United States, the first federal copyright law was passed in 1790. Copyright is controlled by Congress and administered by the U.S. Copyright Office of the Library of Congress. International copyright is governed by the *Berne Convention* and the *Universal Copyright Convention*.

Notice of copyright usually appears on the verso of the title page of a book in the form of a "c" inside a small circle or the word "Copyright" followed by the year of publication, the name of the owner of copyright, and the phrase "all rights reserved." Because copyright law is highly complex, accurate interpretation often requires the advice of a legal specialist. Click here for more information about ***Copyright & Fair***

Use in the United States. ***See also***: Copyright Clearance Center, *Digital Millennium Copyright Act*, and International Copyright Information Centre.

Copyright Clearance Center, Inc. (CCC)
The largest licenser of photocopy reproduction rights in the world, **CCC** was established in 1978 by a group of authors, publishers, and users of copyrighted material in an effort to facilitate compliance with U.S. copyright law. **CCC** manages the rights to over 1.75 million works and represents approximately 9,600 publishers and hundreds of thousands of individual authors and creators. Click here to connect to the **CCC** homepage. ***See also***: fair use and International Copyright Information Centre.

copyright compliance
The responsibility of a library to ensure that its interlibrary loan requests, reserve materials, instruction guides, Web pages, etc., conform to existing copyright law. In the OCLC interlibrary loan system, the codes *ccg* ("conforms to copyright guidelines") and *ccl* ("conforms to copyright law") are used by the borrowing library to inform the lending library that a request is compliant. ***See also***: Copyright Clearance Center.

copyright date
The year in which a specific work was granted copyright protection, usually printed on the verso of the title page, sometimes following the letter "c" with a circle around it. If more than one copyright date is given, the earliest is the date of the first edition, which is the same as the date of first publication. Subsequent dates indicate revisions in the text of an extent requiring renewal of copyright.

copyright depository
A library designated by law or custom to receive and preserve a specified number of free copies of works published under national copyright law. In the United States, the copyright depository is the U.S. Copyright Office at the Library of Congress. In Great Britain it is the Bodleian. In Canada, copyright law is administered by the Canadian Intellectual Property Office (CIPO). Synonymous with *copyright library*.

copyright fee
The payment required by a national copyright depository to register copyright of a creative work, which must be submitted with the completed application form and a deposit copy of the work. Also refers to the fee that must be paid to the holder of copyright, in exchange for the right to use all or part of a work in a manner *not* defined under U.S. copyright law as fair use, for example, the right to include a poem or short story in an anthology, or an excerpt or quotation in a published work. ***See also***: permission.

Copyright Office
See: U.S. Copyright Office.

copyright piracy
The systematic unauthorized reproduction or use without permission of a work

protected under copyright law, usually for the purpose of profiting from such activity. This type of egregious infringement is subject to legal action by the copyright owner(s) in countries that have accepted international copyright agreements, but in countries which have not, the holder of intellectual property rights may have little recourse. ***See also***: pirated edition.

CORC

See: **C**ooperative **O**nline **R**esource **C**atalog.

core collection

A collection representative of the basic information needs of a library's primary user group. In public libraries, core collections are selected in anticipation of popular demand and maintained on the basis of usage. In academic libraries, selection is based on curriculum need and collections are maintained to meet the research interests of students and faculty. Also refers to an initial collection developed for a new library, usually with the aid of standard lists and other selection aids (*example*: ***Books for College Libraries: A Core Collection...*** published by the American Library Association).

core curriculum

See: curriculum.

core journal

A scholarly journal that reports original research of such significance to the academic community that the publication is considered indispensable to students, teachers, and researchers in the discipline or subdiscipline. For this reason, it is included in the serials collections of academic libraries supporting curriculum and research in the field (*example*: ***American Historical Review*** in American history). Compare with *primary journal*.

In public libraries, a periodical so essential to meeting the information needs of a wide range of users that it is included in most general serials collections (*example*: ***Scientific American***).

core level cataloging

An encoding level developed for use in the Program for Cooperative Cataloging (PCC), which allows the cataloger to create bibliographic records containing fewer data elements than in full level cataloging, but more than in minimal level cataloging. Fields of fixed length are fully coded, but a list of exceptions applies to certain fields of variable length.

core list

A list of the best books, periodicals, etc., on a subject or in a discipline, usually compiled as a selection aid for librarians whose responsibilities include collection development (*example*: ***Core List of Best Books and Journals in Education*** by Nancy O'Brien and Emily Fabiano). Although useful when first published, such lists become outdated within a few years. ***See also***: core collection.

corner

The juncture of two edges of the cover of a book. Corners can be rounded, square, or mitered, and are sometimes covered in contrasting material, such as leather or heavier cloth, for protection and decorative effect. To make *library corners*, the turn-in is folded; on *Dutch corners*, it is cut. ***See also***: boss and cornerpiece.

cornerpiece

In bookbinding of the late 16th and early 17th centuries, an ornamental design such as an arabesque, stamped on the corners of a book cover, usually with a matching centerpiece. Also refers to decorative metal corners attached to the binding of a book. In modern usage, a temporary guard made of metal or some other hard material, attached to the corners of a book to protect against damage in shipping. Compare with boss and shoe.

Also refers to an ornament or flourish printed or drawn by hand at the corner of a border around a portion of printed or handwritten text.

corpora

Initial capital letters inserted by a rubricator in blank spaces left for that purpose by the copyist in a manuscript or by the printer in an early printed book.

corporate author

A corporate body such as an association, company, government agency, institution, or nonprofit organization in whose name a publication is issued. In libraries, the official name or title of such a body is used as the corporate name in cataloging publications issued in its name (*example*: American Library Association). Compare with personal author.

corporate body

A commercial enterprise, government agency, association, nonprofit organization, institution, or group of individuals identified by a collective name, which has the capacity to act as a single entity, including territorial authorities and groups constituted as meetings, conferences, congresses, expeditions, exhibitions, etc., whether operating or defunct. In libraries, the official name or title of such a body is used as the corporate name in cataloging publications issued in its name. ***See also***: related body and subordinate body.

corporate name

The official name by which a corporate body such as an association, commercial enterprise, government agency, institution, or organization is identified, used by libraries in cataloging publications issued in its name (*example*: American Library Association). Form of entry is subject to authority control. Synonymous with *collective name*. ***See also***: geographic name and personal name.

corporation library

A type of special library established and maintained as a unit within an incorporated company or organization, to meet the information needs of its employees and facilitate the achievement of its mission and goals. Some corporation libraries also

serve as the repository for the official records of the organization. For internal security reasons, most corporation libraries are closed to the public except by special appointment. Synonymous with *company library*. Compare with business library.

correctional library

A type of special library maintained inside the walls of a prison or other correctional institution for the use of inmates and staff, usually managed by a *prison librarian* (*example*: Federal Bureau of Prisons Library). The collection usually includes general interest titles for recreational reading, educational and vocational materials, and legal resources. Synonymous with *prison library*.

correspondence

Letters or recorded messages exchanged between two or more people, usually archived with the personal papers of the *correspondents*. Often used in preparing biographical and historical works, correspondence may be published separately or with other papers. In *AACR2*, collected correspondence is cataloged under the name that appears first on the title page, with an added entry for each of the other correspondents and for the editor or compiler.

corrigenda

See: errata.

corrupted text

A text in which words or passages have been added, deleted, or altered to suggest a meaning other than the one intended by the original author. In medieval manuscripts, this was sometimes the result of accidental copying errors, but in modern texts tampering may be done by an individual or organization for other purposes, such as propaganda or public relations. ***See also***: censorship and expurgated.

cost-effective

A decision or practice that reduces expenditure in relation to the amount of resources invested (time, money, materials, etc.). Monetary savings can be difficult to determine when costs are intangible, intermittent, or incurred over an extended period of time.

cost-recovery

A product or service offered at a price that allows the vendor or provider to cover the costs incurred without generating a profit, for example, document delivery service in most academic libraries.

cottage binding

A style of decorative leather binding popular in England during the 17th century in which the center panel is surrounded by designs tooled to resemble the gables of a building, with the style of binding bearing no relation to the content of the work. Synonymous with *cottage style*.

cottage style

See: cottage binding.

Council on Library and Information Resources (CLIR)

Originally named the Council on Library Resources, **CLIR** is an independent foundation that supports initiatives in preservation awareness, digital libraries, information economics, resources for scholarship, and international developments in library and information science. **CLIR** publishes the bimonthly newsletter *CLIR Issues*. Click here to connect to the **CLIR** homepage.

Council on Library Resources (CLR)

See: **C**ouncil on **L**ibrary and **I**nformation **R**esources.

counter

A long cabinet top, shelf top, or other horizontal work surface of sufficient height to accommodate a person standing in front of it who wishes to transact business with the person standing or sitting behind it. In most libraries, the circulation desk is a long counter near the entrance to the building. In the children's room of a library, countertops (and furniture) are usually lower than normal to accommodate persons of small stature.

Also, an automatic feature built into the HTML code of a Web page, or into the software running some other type of online resource, that allows the number of visits or uses to be counted for statistical purposes.

In typography, the space enclosed by the strokes of a unit of type, for example, the center of the "p" or the space between the vertical strokes of the "h."

countermark

A smaller, secondary watermark on antique papers, usually located in the center or lower center of the half-sheet opposite the watermark, indicating the name of the papermaker and sometimes the date and place of hand manufacture.

countersunk

Said of a depression stamped or impressed on the surface of a book cover to display a label, inlay, or decoration.

counting book

A picture book designed to teach preschool children to count (usually from one to ten or twelve) by providing illustrations in which the number of objects displayed on each page or double spread corresponds to the numeral printed with them. Compare with alphabet book. ***See also***: horn book.

country code

The last portion of an e-mail or Internet address outside the United States, consisting of two alphabetic characters indicating the country in which the host computer is located (*examples*: **.ca** for Canada and **.uk** for Great Britain). Some Web search engines allow the user to specify country code in a query. Click here to view a worldwide list of ISO two-letter country codes.

country study

A publication that provides factual information about a specific nation, including its history, geography, demography, society and culture(s), economy, government and

politics, etc., with statistical information sometimes given in an appendix. Country studies often include at least one map and may be published in series, for example, the Country Studies/Area Handbook Program sponsored by the U.S. Department of the Army and issued by the Federal Research Division of the Library of Congress. Compare with area study.

courier
A person or service hired by a library to retrieve materials on request from an off-site storage facility, or to transport materials from one library to another within a library system or consortium, as opposed to relying on the postal service or a commercial delivery service.

course catalog
A comprehensive list, usually published annually, of all the courses taught at a school, college, or university during a given academic year, usually arranged by department and course number, with brief descriptions of course content and a list of instructors and their credentials at the end. Institutions offering both undergraduate and graduate programs may publish separate catalogs. Course catalogs for educational institutions in the United States and around the world are available online in *CollegeSource*, a searchable database provided by the Career Guidance Foundation.

course-integrated
Bibliographic instruction designed to complement the content of a specific course of study, integral to completing the library research component embedded in the course. Compare with course-related.

course-related
Bibliographic instruction designed to support the needs and objectives of a specific course of study, but not essential to the completeness of the course. Compare with course-integrated.

courseware
A computer application designed to assist teachers and librarians in creating Web-based courses and online tutorials. Courseware requires little knowledge of HTML and may include presentation management software, the ability to include graphics and audio/video files, online chat and threaded discussions, auto-marked quizzes, course calendaring, and grading (*examples*: ***Blackboard*** and ***WebCT***). Synonymous with *authorware*.

courtesy book
A literary genre popular during the Renaissance, devoted to the detailed description of the code of personal conduct, training, and view of life expected of a gentleman, soldier, and courtier by the society in which he lived (*example*: Castiglioni's ***The Courtier***).

court hand
The cursive style of writing used by scribes from about 1100 AD until the end of the 16th century in copying charters, legal records, and other official documents, in

contrast to the book hand used for copying literary and devotional works in manuscript form.

court library

A large private library housed in a monumental building, similar to the libraries known to have existed in ancient Rome, financed by a wealthy nobleman, aristocratic family, or high-ranking church dignitary of the Italian Renaissance, whose love of books manifested itself in collecting. An expression of the humanist revival of interest in classical culture, court libraries were open for use by outsiders at the discretion of the owner and, according to Konstantinos Staikos (*The Great Libraries: From Antiquity to the Renaissance*, Oak Knoll/British Library, 2000), some even functioned as lending libraries for educated readers.

cover

The outer protective material attached to the bound leaves of a manuscript or printed publication, consisting in books of two panels (front and back), each attached to the inlay over the spine along a flexible joint. Books bound in paper, cloth, or leather over boards are said to be published in hardcover. The cover of a machine-bound book is called a case. Books bound in flexible paper covers are called paperbacks. Periodicals are almost always issued in softcover. ***See also***: all over, covers bound in, extended binding, flush binding, full binding, half binding, quarter binding, and three-quarter binding.

coverage

The extent of a library collection (or section of a collection), or of a catalog, index, abstracting service, database, bibliography, or other finding tool, usually indicated by the number and types of publications indexed, and a publication date range. The range of subjects or fields indexed determines the scope of such a resource.

Also refers to the amount of attention (time, space, number of commentators, etc.) given a specific topic in the media.

cover letter

A letter of introduction, usually no longer than one page, sent with a resume or *curriculum vitae* when applying for employment. A good cover letter usually indicates that the applicant meets all the qualifications listed in the job posting, and expresses an interest in being considered for the position. In a more general sense, a brief letter of explanation sent with a document.

cover paper

The heavier grades of paper used for the outer cover of pamphlets, trade catalogs, and paperback books, manufactured in a range of colors and finishes.

covers bound in

A term used in the book trade to describe a volume in which the original covers are enclosed in a later binding. This usually occurs in rebinding when the bindery decides to retain the original covers as endpapers or flyleaves.

cover story

The article in a magazine or trade journal that corresponds to the headline and illustration on the cover, usually longer and more extensively illustrated than other feature articles in the same issue. Some periodical indexes and bibliographic databases are designed to indicate whether an article is a cover story.

cover title

The title printed or impressed on the cover of a publication as issued by the publisher (in books usually on the spine), which may be a shortened form of the title proper. Compare with binder's title. ***See also***: side title.

CPC

See: **C**anadian **P**ublishers' **C**ouncil.

CPU

See: **c**entral **p**rocessing **u**nit.

cracked

The condition of a book that has developed one or more long, narrow breaks in the cover or down the length of the spine. The usual method of rehabilitation is rebinding. ***See also***: cold-crack.

cracker

A slang term for a person who tries to gain access to a supposedly secure computer system without proper authorization, usually with malicious or criminal intent. Compare with hacker. ***See also***: security.

crash

In bookbinding, a narrow strip of thin, loosely woven, starched muslin attached with adhesive to the back of a book after the sections have been sewn to help hold them together. In some editions, a strip of kraft paper is applied to the layer of fabric as a second lining for added strength. Synonymous with *gauze*, *mull*, and *super* (in United States).

In computing, a slang term for the unanticipated breakdown of a system, usually caused by hardware failure, a serious software defect, or a network error. ***See also***: dump.

crawler

A robot software program that searches "intelligently" for information on the World Wide Web, for example, one that looks for new documents and Web sites by following hypertext links from one server to another, indexing the files it finds according to pre-established criteria. Crawlers used to fetch URLs listed as entries by Web search engines are designed to adhere to standard rules of politeness by asking each server which files may not be indexed, observing firewalls, and allowing an interval of time to pass between requests to avoid tying up the server. Synonymous with *spider* and *webcrawler*.

CRC

See: **c**amera-**r**eady **c**opy.

creasing
In binding, the process of impressing a dull rule or disk on a sheet or leaf of paper to create an indentation along the line where a fold is to be made. By compressing the fibers, creasing produces a cleaner fold and increases the number of times the sheet can flex before it detaches at the fold. Compare with scoring.

creator
In archives, the individual or agency responsible for creating, receiving, accumulating, or otherwise producing records or documents for which some form of disposition must be made once their archival value has been appraised. Also refers to the person responsible for producing an original work of visual art.

credential
A letter, certificate, degree, or other document certifying that a person, organization, or institution is qualified to fill a specific position, offer a service, or exercise authority in a given field. For librarians in the United States, the most desirable credential is the M.L.S. or M.L.I.S. degree from an ALA-accredited library school.

credenza
Originally, a sideboard from which a lord's food was tested for poison ("credence"). In libraries, a furnishing that doubles as a bookshelf and study table, having two or three tiers of shelves under a flat surface low enough to accommodate a person standing or seated on a high stool or chair.

credit
Any textual statement at the beginning or end of a motion picture, videorecording, or television program, identifying by name the director, producer, screenwriter, performers, narrator, and other persons responsible for creating the work, usually with musical accompaniment. In filmmaking, considerable artistic attention is devoted to the style in which credits are presented, to set the tone for what is to follow (or add a final touch).

Also refers to an amount printed on a vendor's monthly statement, or on a separate *credit memo*, usually following a minus sign, indicating that it has been deducted from the total amount owed, for items returned or prepaid but not shipped.

credit line
A brief statement giving the name of the author, artist, agency, or publication that is the source of a picture, photograph, or quotation used in an article or book, usually printed immediately below the illustration or quotation, or at the end of the caption. Credit lines are sometimes printed together in a separate section in the front matter or back matter of a book, or in a paragraph on a separate page in a periodical.

crime in the library
Because many libraries in the United States and other countries are open to the public, they are not immune to the disruption caused by unlawful behavior, including theft of materials and equipment, verbal abuse and assault on patrons and staff, indecent exposure, drug use and sale by patrons and staff, mutiliation of materials, vandalism

of equipment and facilities, arson, and more recently, computer crimes. Statistics indicate that crime is increasing in libraries, placing an additional burden on library budgets to provide adequate security. ***See also***: problem patron.

critical abstract

An abstract that includes a brief evaluation of the content and/or style of presentation of the work abstracted, usually written by a subject specialist. Compare with indicative abstract and informative abstract.

critical annotation

In a bibliography or list of references, an annotation that includes a brief evaluation of the source cited, as opposed to one in which the content of the work is described, explained, or summarized.

critical bibliography

See: analytical bibliography.

critical edition

An edition of a work based on scholarly research and close examination of earlier manuscripts, texts, documents, letters, etc., which sometimes includes analysis and commentary by one or more qualified scholars who have studied and interpreted its meaning and significance.

critical thinking

In research and scholarship, the skill required to develop effective and efficient search strategies, assess the relevance and accuracy of information retrieved, evaluate the authority of the person(s) or organization producing information content, and analyze the assumptions, evidence, and logical arguments presented in relevant sources. Critical thinking is essential in evaluating information available online because the process of peer-review that exists in print publishing has yet to be stablished in electronic publishing. For this reason, instruction librarians have focused an increasing amount of attention on teaching critical thinking skills in recent years.

criticism

From the Greek word *kritikos* meaning "judge." The thoughtful analysis, interpretation, and evaluation of an artistic or literary work, in which the primary considerations are its essential nature ("message"), the intentions of the artist or author, the effect of the work on its audience, its relationship to works of similar style or content, its influence on subsequent works, and its implications for critical theory. Literary criticism is considered to have originated with the ancient Greeks (Aristotle's ***Poetics***). Modern criticism is classified by school or type, depending on the approach taken by the *critic*.

In the performing arts, initial critical response may determine the success or demise of a production, though a work which fails on first exposure may receive wider acclaim if revived. In publishing, works rejected by critics and readers when first published sometimes become classics with the passage of time. Unlike reviews, which appear during the months immediately following first publication, serious criticism of an

enduring literary work may continue indefinitely. Compare with explication.

critique

A critical examination of a topic, idea, thing, or situation by a person intent on determining its essential nature, its strengths and/or limitations, and the degree to which it conforms to accepted standards or prevailing beliefs or assumptions. Sometimes used synonymously with review.

CRL

See: **C**enter for **R**esearch **L**ibraries.

cropped

A photograph or illustration from which a portion of the top, bottom, or sides has been eliminated in the process of reproduction to omit unnecessary detail or make its proportions fit the space available in the layout of a printed page. Also refers to a book trimmed to such an extent that the text is cut into, causing it to bleed. Compare with shaved.

cross aisle

A corridor or passageway that intersects at a 90-degree angle the ranges and range aisles in the stack area of a library, allowing staff and patrons to move from one range to another without walking to the end of the range.

cross-check

To verify the results of an investigation by using an alternative source or method. In library research, facts are usually confirmed or disconfirmed by consulting a second (independent) source. When conflicting evidence or opinion is found, a third or fourth source may be required to resolve the discrepancy.

cross-classification

The inclusion of a subclass under more than one class in a hierarchical classification system, for example, the subject heading "Library bonds" under the broader terms "Library finance" and "Municipal bonds" in the list of Library of Congress Subject Headings.

cross-grain

A book or other bound publication in which the grain of the paper runs perpendicular to the spine, instead of parallel to it, reducing its openability and making the leaves more difficult to turn.

cross-index

A book index that covers the contents of more than one bibliographic item, such as a group of related reference works. The author and title indexes to the various parts of the Gale ***Literary Criticism Series*** are a good example.

cross-reference

A reference from one heading to another in the same catalog, index, or reference work. The most common are *see* references instructing the user to look elsewhere for the preferred form of the heading, and *see also* references directing the user to related

headings under which additional information may be found. A work containing cross-references is said to have syndetic structure. Abbreviated *x-ref*. ***See also***: blind reference, explanatory reference, and omnibus reference.

Examples:
Librarianship
See Library science

Library catalogs
See also Cataloging

cross reference directory
See: city directory.

crosswalk
A table that enables search engines to operate across databases with dissimilar record formats, by mapping the relationships between metadata elements. ***See also***: interoperability.

cryptography
Writing in cipher, usually for the purpose of concealment. Also refers to the study and decoding of such writing. In computing, the conversion of data into a code that can be deciphered only by those who have the key, usually to ensure confidentiality when it is transmitted over a publicly accessible network. ***See also***: encryption.

cryptonym
A secret name, for example, a name written in code or cipher, or in the form of an anagram. ***See also***: cryptography.

CSNA
See: **C**lassification **S**ociety of **N**orth **A**merica.

cubook
A unit of volume used to measure library stack capacity, equal to 1/100 of a standard section of shelving (3 feet wide by 7 1/2 feet high), the amount of space needed to shelve a book of average height and depth (thickness), assuming 10% of the length of each shelf remains unoccupied.

cuir bouilli
A French term meaning "boiled skin." An early form of bookbinding in which the leather used in the cover was soaked in scalding water, then hammered or molded on a die to create a design in relief, usually incorporating motifs popular in the medieval book arts (vines, leaves, flowers, birds, mythical beasts, etc.). When the skin dried, it became so hard that boards were unnecessary.

cumdach
An Irish word for a rectangular box made of bronze, brass, or wood, usually ornamented in elaborate style with gold, silver, and precious stones, used to store and protect medieval manuscript books. Synonymous with *book shrine*.

cum licentia

See: *cum privilegio*.

cum privilegio

A Latin phrase meaning "with permission," printed in old books to notify readers that the work was published with the approval of existing secular or ecclesiastical authorities. The Roman Catholic Church still requires *imprimatur* and *nihil obstat* in books representing its official teachings. Synonymous with *cum licentia*.

cumulative index

An index designed to save the user's time by combining in a single sequence the entries listed in two or more previously published indexes, for example, the ten-year indexes to ***Current Biography Yearbook***. Most printed periodical indexes are issued in monthly or quarterly paperback supplements, *cumulated* at the end of the publication year in one or more annual volumes. In a more general sense, any index that combines in a single sequence entries for previously published volumes of a book or periodical.

cuneiform

From the Latin *cuneus* (wedge) and *forma* (shape or form), referring to the pictographic characters used in ancient Akkadian, Assyrian, Babylonian, Persian, and Sumerian inscriptions from about 4,000 to 100 BC, each of which consisted of an arrangement of wedge-shaped marks incised in a wet clay tablet using a sharp, pointed implement called a stylus. If a text was long enough to be continued on more than one tablet, each tablet was numbered and incised with a catchword at its foot to link it to the next. The last tablet usually ended with a colophon. Click here to learn more about cuneiform.

curator

A person responsible for the development, care, organization, and supervision of a museum, gallery, or other exhibit space and all the objects stored or displayed in it. Also, a person in charge of a special collection, trained to assist users in locating and interpreting its holdings.

curiosa

Books or pamphlets that are highly unusual in subject or treatment, usually somewhat indecent by conventional standards. ***See also***: erotica and pornography.

currency

The quality of being in progress, recent, or up-to-date. In information retrieval, the extent to which the content of a document or source reflects the existing state of knowledge about the subject. In the research process , the importance of currency varies, depending on the discipline. In medicine and the sciences, information can become outdated in less than five years, but in the arts and humanities, materials decades old may be just as useful as more recent information.

Because periodicals are issued at regular intervals, they provide more current information than books, which must be updated in supplements and revised editions.

Some online catalogs and bibliographic databases allow the user to limit search results by publication date to retrieve only recently published materials. The opposite of noncurrent and outdated. ***See also***: current awareness service, current bibliography, current contents, and current issue.

In archives, newly acquired records usually remain current for a designated period of time, after which their status is changed to semicurrent and they are moved to a temporary holding area to await final disposition.

current awareness service

A service or publication designed to alert scholars, researchers, readers, customers, or employees to recently published literature in their field(s) of specialization, usually available in special libraries serving companies, organizations, and institutions in which access to current information is essential. Such services can be tailored to fit the interest profile of a specific individual or group. Some online catalogs and bibliographic databases include a "preferred searches" option that allows the library user to archive search statements and re-execute them as needed. Synonymous with *selective **d**issemination of **i**nformation* (SDI). ***See also***: current contents.

current bibliography

A bibliography that includes only references to recently published sources on a subject, or in a specific field or discipline (*example*: ***Annual Bulletin of Historical Literature*** published by the Historical Association, London). The opposite of retrospective bibliography.

current contents

A periodical that reproduces the tables of contents of the leading scholarly journals in an academic field or discipline, to assist researchers in keeping abreast of the most recently published literature in their areas of interest or specialization, usually published weekly or monthly. Because currency is the *raison d'etre* of this type of publication, libraries may limit back files to the most recent 3-5 years. ***See also***: current awareness service.

current issue

The latest number of a serial publication, bearing the most recent issue date. In some libraries, current issues are displayed with the front cover facing forward on sloping shelves or on a periodical stand to facilitate browsing. Back files are typically stored in a different location, sometimes on microfilm or microfiche to conserve space. Synonymous with *current number*. Compare with back issue. ***See also***: first issue.

current number

See: current issue.

curriculum

All the required and elective subjects/courses taught at a school or institution of higher learning, usually listed by department and course number in an annual course catalog. Courses required of all students for graduation constitute the *core curriculum*.

curriculum guide

A written plan covering one or more facets of curriculum and instruction (goals and objectives, teaching strategies, learning activities, specific resources, evaluation and assessment techniques) for use within an instructional unit as small as a classroom or as large as a school district or state. Curriculum guides are indexed and abstracted as documents in *ERIC*.

curriculum lab

See: curriculum room.

curriculum room

A room or designated area within an academic library containing curriculum-related materials such as kits, textbooks, workbooks, educational software, and juvenile fiction and nonfiction, for the use of students enrolled in teacher education courses. Synonymous with *curriculum lab*.

***curriculum vitae* (*c.v.*)**

A brief summary of a person's professional career, including basic biographical information, degrees and post-graduate education, honors and awards, employment history, publications and presentations, memberships, service, etc., for use in employment (hiring, tenure, promotion, etc.). Compare with resume.

cursive

A right-sloping style of handwriting also known as *running script*, in which the letters within words are connected, having been written continuously without lifting pen or pencil from paper or other writing surface. Used in humanist manuscripts and papal documents of the Renaissance, and for writing letters. In printing and word processing, any typeface that has the appearance of handwriting. ***See also***: court hand.

cursor

A small illuminated point, vertical bar, underline, or other symbol on a computer screen which can be positioned by the user via a keyboard, mouse, or other control device to indicate where a new character will appear when typed as input, or a new operation is to occur when initiated by the user. In Windows and other graphical user interfaces, the cursor may change shape when moved from one window or dialog box to another, turning into an I-beam for text-editing, an arrow or finger for selecting an option from a menu or toolbar, an hour-glass while an operation is in progress, or a small pen in graphics programs. In many applications, the symbol blinks steadily to make it easier to locate on the screen. Synonymous with *pointer*. ***See also***: prompt.

custodian

The person responsible for the care and protection of something of value. Over the past one hundred years, the model of librarianship has evolved from *custodianship* of materials in physical form, to one in which the librarian is seen as a mediator of access to information in a wide range of formats, including electronic resources. However, custodianship remains a high priority in archival and special collections.

custody

In archives, the official guardianship of books, manuscripts, papers, records, and other documents, based on physical possession, with or without legal title or the right to control access or disposition. The person responsible for such care is their custodian.

custom binding

A book bound to the specifications of its owner or a dealer, or in accordance with special instructions from the publisher, rather than the general instructions for the edition.

cut

An illustration printed (captioned or uncaptioned) with the text page, as opposed to a plate printed on a separate leaf, usually of different quality paper, to be added to the publication in binding.

cut-and-paste

A feature built into most graphical user interfaces that allows the user to move an element displayed on the computer screen, such as a portion of text or graphic, from one location to another within the same document, from one document to another, or even from one application to another, usually by highlighting the element to be moved, selecting "cut" or "copy" under the "edit" option in a toolbar, and then using the option to "paste" after positioning the cursor at the point to which the element is to be moved. The element cut or copied is transferred to a temporary storage area called a clipboard until the next cut-and-paste operation is initiated. Most software includes an "undo" option that allows the user to reverse the operation if a mistake is made.

cut flush

Said of a book cover that has edges perfectly even with the edges of the leaves, the result of having been cut after it was attached to the sections. Most paperback books are cut flush in binding. Synonymous with *flush boards* and *trimmed flush*. Compare with squares.

cut-in note

A side note printed wholly or partially inside the edge of a paragraph of text, instead of in the margin, usually in a typeface heavier and smaller in size than the text type. Synonymous with *cut-in side note*, *in-cut note*, and *let-in note*.

cut line

See: caption.

Cutter number

A system of alphanumeric author marks developed by Charles A. Cutter to enable bibliographic items of the same classification to be subarranged alphabetically by author's last name. A Cutter number consists of one to three letters from the name, followed by one or more arabic numerals from the Cutter-Sanborn Table added to the end of the call number by a cataloger. Synonymous with *Cutter author mark*. ***See also***: workmark.

Cutter-Sanborn Table

In 1880, Charles A. Cutter first circulated a two-figure table designed to assist catalogers in adding author marks to call numbers, as a means of differentiating items of the same classification by author. The Cutter Table was subsequently extended by Kate A. Sanborn to allow three arabic numerals to be assigned, following the initial letters of the author's last name. Click here to view the *LC Cutter Table*. ***See also***: Cutter number.

Cutter Table

See: Cutter-Sanborn Table.

cutting

See: clipping.

c.v.

See: *curriculum vitae*.

cybercafe

A high-tech coffee house equipped with microcomputers for the use of its customers. Cybercafes originated in New York City in the 1990's and have since spread throughout the world. Some large academic libraries have installed them on their premises to give students a place to relax and read their e-mail. Synonymous with *Internet cafe* and *netcafe*.

cybernetics

From the Greek word *kybernetes* meaning "helmsman." A branch of science developed by Norbert Wiener in the 1940's that utilizes the concept of feedback in comparing human and machine processes, particularly mental processes, to understand their similarities and differences, with the ultimate goal of creating machines capable of imitating human behavior and intelligence. ***See also***: artificial intelligence.

cyberporn

A neologism coined from the terms "cyberspace" and "pornography" to refer to sexually explicit materials available electronically over the Internet. Cyberporn is of particular concern to parents who would like to see their children become computer literate, but hesitate to expose them to adult influences prematurely. Filtering software designed to block access to adult material remains controversial. ***See also***: censorship, *Children's Internet Protection Act (CIPA)*, and intellectual freedom.

cyberspace

A neologism coined by the writer William Gibson in his science fiction novel ***Neuromancer*** (1984) to refer to the virtual world of digital communication, in which human beings interact with one another electronically via computer networks, instead of face-to-face.

cybrarian

A shortened form of ***cyber****li****brarian***, coined from the terms "cyberspace" and

"librarian" to refer to a librarian whose work routinely involves information retrieval and dissemination via the Internet, and the use of other online resources. Despite its catchy sound, the appellation has *not* been widely adopted within the library profession.

cycle

A group of literary works (poems, plays, stories, novels) that share a unifying theme, for example, the Yoknapatawpha stories of William Faulkner. An *epic cycle* is a group of individual epics or ballads joined, usually by a process of accretion, to form a whole, as in the ***Iliad*** of Homer or the narratives comprising the Arthurian legend.

cyclopedia

See: encyclopedia.

Cyrillic

An alphabet used in Russia and countries formerly part of the Soviet Union, Cyrillic evolved from the Greek uncial alphabet. Formalized during the 9th or 10th century, it contains characters not included in the Latin alphabet, which represent sounds peculiar to the Slavic languages. Cyrillic typefaces of 43 letters were introduced in the 18th century, based on the civil script established by Peter the Great in 1710. In 1918, the alphabet was reduced to its present 32 letters as a result of reforms introduced after the Russian Revolution. ***See also***: romanization and transliteration.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

D

daemon

The Greek word for "guardian spirit." In computing, an auxiliary systems program initiated at startup and executed in the background that performs a specific task when needed, for example, running a scheduler to start another process automatically at a pre-established time, checking incoming e-mail messages for addresses that cannot be found, or notifying the sender that a message could not be delivered. Pronounced "demon."

dagger

In printing, a character in the shape of a vertical stroke crossed above its mid-point, used in text as a second-order reference mark following use of the asterisk. When it appears before a personal name in the English language, the dagger indicates that the individual is deceased. Also called an *obelisk* or *long cross*. ***See also***: double dagger.

daguerreotype

See: daguerrotype.

daguerrotype

Historically, the first photographic process that actually worked, producing a positive image directly on a highly polished, silvered copper plate sensitized with iodide vapor. By exposing the plate to light in a *camera obscura*, an image was captured in the photosensitive layer of silver iodide which could be developed through the application of mercury vapor. Made public in 1839, the process was named after its French inventor, the painter of dioramas Louis Jacques Mande Daguerre, who relied heavily on earlier experiments by Joseph Nicephore Niepce. Easily scratched and tarnished, daguerrotypes were normally protected by a metal mat and a sheet of glass. Early examples are valued by collectors because each one is unique, not having been made from a negative. Also spelled *daguerreotype*. ***See also***: tintype.

DAI

See: ***D****issertation* ***A****bstracts* ***I****nternational*.

daily

Issued on a daily basis, with the possible exception of Sundays. Also refers to a serial issued daily, especially a newspaper.

damaged

An item returned to the library in such poor condition that it cannot be placed back on the shelf for circulation, for example, a water-soaked or pet-chewed book. The borrower is normally charged the cost of repair or replacement. New items received from the shipper in damaged condition are returned by the library to the seller for credit or replacement.

Dana, John Cotton, 1856-1929

A public librarian for over forty years, John Cotton Dana began his career in 1889 as head of the Denver Public Library, moved to the City Library of Springfield in 1898, and ended his career at the Free Public Library in Newark, New Jersey. A leader in the library profession, he served as president of the American Library Association from 1895-96, as a member of its council from 1896-1902, and as president of the Special Libraries Association from 1909-10, an organization he helped establish. His philosophical approach to librarianship is best expressed in his book *Suggestions*, published in 1921 by F. W. Faxon.

dandy roll

The cylinder that exerts pressure in mechanized papermaking, smoothing the surface and creating designs such as the watermark, countermark, and the lines characteristic of laid and wove paper.

Dartmouth Medal

A literary award presented annually since 1974 by the Reference and User Services Association (RUSA), a division of the American Library Association, to the most outstanding reference work published during the preceding calender year. Click here to see a list of Dartmouth Medal recipients.

dash

A short length of horizontal rule used for punctuation, to separate text, and for

decorative effect. In printing, dashes vary in length from the two-em (longest) to the hyphen (shortest). In typing, a dash is made by striking the hyphen key twice in succession (--). In descriptive cataloging, the dash is given a space on either side, but when used in subject headings to indicate subdivision, no spaces are included.

data

The plural of the Latin word *datum* meaning "what is given," often used as a singular collective noun. Facts, figures, or instructions presented in a form that can be comprehended, interpreted, and communicated by a human being, or processed by a computer. Compare with information and knowledge. ***See also***: metadata.

data bank

Sometimes used synonymously with database, the term applies more specifically to a collection of nonbibliographic data, usually numeric (*example*: the *Global Soil Moisture Data Bank* available online from the Department of Environmental Studies at Rutgers University). Large data banks containing information about individuals (social security numbers, credit history, health records, etc.) have become the subject of controversy as the rapid development of high-speed information technology poses new threats to personal privacy.

database

A large, regularly updated file of digitized information (bibliographic references, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval, and managed with the aid of database management system (DBMS) software. Content is created by the database producer (*example*: American Psychological Association) which usually publishes a print version (*Psychological Abstracts*) and leases the content to a database vendor (*example*: EBSCO or OCLC) that provides electronic access to the data after it has been converted to machine-readable form (*PsycINFO*), usually on CD-ROM or online via the Internet using proprietary search software.

Most databases used in libraries are catalogs, periodical indexes, abstracting services, and full-text reference resources leased annually under licensing agreements that limit access to registered borrowers and library staff. Abbreviated *db*. Compare with data bank. ***See also***: bibliographic database and metadatabase.

database management system (DBMS)

A computer application designed to control the storage, retrieval, security, integrity, and reporting of data in the form of uniform records organized in a large searchable file called a database. The range of available **DBMS** software extends from simple systems intended for personal computers to highly complex systems designed to run on mainframes.

data compression

A method of reducing the amount of memory required to store data on a computer by encoding it and minimizing redundancy. Compressed data requires less transmission time, but more computation time to restore it to its original form for processing. ***See***

also: JPEG and zip.

data conversion

The process of translating data from one form to another, usually from human-readable to machine-readable format or vice versa, from one file type to another, or from one recording medium to another (*example*: film to videotape or videodisc).

data processing

The systematic performance of a single operation or sequence of operations by one or more central processing units on data converted to machine-readable format, to achieve the result for which the computer program that controls the processing was written, for example, the compilation of circulation statistics from records of circulation transactions occurring in a library over a given period of time.

date due slip

A card or slip of paper inserted in an item charged from a library collection, or a small printed form attached to the inside of the front or back cover (or to one of the endpapers), on which is stamped the date the item is due back in the library. Date due slips are sometimes removed by borrowers in an attempt to avoid overdue fines, but automated circulation systems have put an end to this strategy.

date line

The line printed at the beginning of a story in a newspaper or article published in a magazine, indicating the date and place of origin of news that is not local. ***See also***: byline.

date range

An interval of time marked by a beginning and ending date. Some online catalogs and bibliographic databases allow the user to limit a search to a specific range of publication dates. A year followed by a hyphen (1946-) limits retrieval to information published in the year specified or any succeeding year, a year preceded by a hyphen (-1945) limits retrieval to sources published up to and including the year specified, and a year followed by a hyphen and a subsequent year (1939-1945) limits retrieval to sources published in those or any intervening years.

DBMS

See: **d**ata**b**ase **m**anagement **s**ystem.

DBV

See: German Library Association (**D**eutscher **B**ibliotheksverband e. **V**.).

DCMI

See: Dublin Core (DC).

DDC

See: **D**ewey **D**ecimal **C**lassification.

DDS

See: **d**ocument **d**elivery **s**ervice.

deaccession

The process of deleting from an accession record documents and other materials which are to be removed from a library collection. Also refers to any item so removed. The opposite of accession.

In archives, the process of removing records or documents from official custody, undertaken after careful consideration, usually as the result of a decision to transfer the material to another custodian, or because the legal owner desires its return or the material is found upon reappraisal to be of doubtful authenticity or to be inappropriate for the collection.

deacidification

A general term for a variety of costly preservation processes that chemically reduce the acid content of paper documents to a pH of 7.0 (neutral) or higher, usually undertaken at a professional conservation center to prevent further deterioration. An alkaline buffer may be deposited in deacidification to neutralize any acids that develop in the future. Brittleness is not reversed by deacidification. *Mass deacidification* is the shipment of a quantity of documents to a center for processing in small batches, rather than individually.

dealer

An individual or commercial company in the business of buying and selling new books, used books, and/or rare books for resale to libraries, collectors, and other booksellers. Compare with antiquarian bookseller and jobber. ***See also***: price guide.

decennial

Issued every ten years (*example*: U.S. Census). Also refers to a serial publication issued every ten years. ***See also***: annual, biennial, triennial, quadrennial, quinquennial, sexennial, and septennial.

decimal point

The period used in the numeric portion of Library of Congress Classification notation (*example*: **DK 265.9**) and following the third numeral of a class number in Dewey Decimal Classification (**947.084**) to indicate that succeeding numerals are to be treated as a decimal fraction.

deckle edge

The uneven or feathered edge of a sheet of handmade paper, created by the flow of liquified fibrous stock between the frame (deckle) and sieve of the mould used in manufacture. The same effect is achieved in machine-made paper by exposing the edge to a jet of air or water. In quality bookbinding, deckle edges are considered tasteful, but since books tend to collect dust when stored on an open shelf, and rough edges are difficult to clean, this feature is not practical.

declassified

A document no longer protected against unauthorized disclosure because the security

classification assigned to maintain confidentiality has been officially changed or canceled. The opposite of classified.

dedicated

In computing and communications, a device or channel reserved for a specific use. In libraries, dedicated servers are used to run the online catalog and provide access to the library's Web site. ***See also***: dedicated line.

dedicated line

A direct pathway to the Internet or some other computer network via a separate telecommunications channel not shared with multiple users as in dial-up access, but available around the clock to a specific user or group of users, for a designated purpose. When accessed through a common carrier, the channel is called a *leased line*.

dedication

A brief note in which the creator of a work addresses it to one or more persons, usually a colleague, mentor, or family member, as a sign of honor, appreciation, or affection. In books, the author's dedication appears in the front matter, usually printed on the recto of the leaf following the title page. Compare with acknowledgments.

dedication copy

A copy of a book or other work inscribed by the author, editor, or illustrator to the person or persons to whom the work is dedicated. In the antiquarian book trade, a dedication copy may be of considerably greater value than a copy with no inscription.

deduping

Removal of all but one occurrence of a bibliographic record from a file of machine-readable records, one of the initial steps in processing a MARC database. Deduping is a batch process that prevents confusion in the minds of users, conserves computer storage, and allows reliable usage statistics to be collected. Duplicate records are not uncommon because the "cancel holdings" command in OCLC software does not delete a record from the library's OCLC tapes. Synonymous with *duplicate removal* and *duplicate resolution*.

deed of gift

A signed document stating the terms of agreement under which legal title to real or personal property, such as a gift to a library or archives, is transferred, voluntarily and without recompense, by the donor to the recipient institution, with or without conditions specifying access, use, preservation, etc.

default

A value, option, or setting automatically selected in a hardware or software system in the absence of specific instructions from the user. The default setting may be displayed on the data entry screen to allow the user to see what action will be taken if no input is provided.

definition

One meaning of a word, expressed clearly and concisely. Because some words have

more than one meaning, a word may have more than one definition. In lexicography, a word or phrase is defined by first specifying the class (genus) to which its referent belongs, then indicating the characteristics that distinguish the referent from others of the same class. Definitions are listed in dictionaries and glossaries, and are also provided in some concordances and thesauri. In most dictionaries, the modern definition of a word is given first and the oldest last, but there are notable exceptions to this rule. Abbreviated *def*. ***See also***: headword.

Also refers to the distinctness of a printed or photographic image.

definitive edition

An edition of the complete text of an author's work or works, usually edited and published after the person's death in a form considered final and authoritative. Also refers to the text of an anonymous work considered by scholars or other experts to be closest to the original version. Compare with authorized edition. ***See also***: critical edition and variant edition.

dehumidify

See: humidity.

delete

To remove, erase, or omit a character, word, or passage from a text or document. In computing, to erase a character, word, passage, or entire file from memory, usually by pressing the "Backspace" key on a keyboard, or by highlighting text and pressing the "Delete" key or selecting the "Delete" option from a menu or toolbar. Some software systems allow the user to "Undo" a deletion while the application remains open.

delimiter

A symbol used in a MARC record as the first character of a two-character subfield code to indicate the beginning of a subfield, separating one data element from another within a field. OCLC uses the double dagger as a delimiter; the Library of Congress uses the **$** (dollar) sign. In a more general sense, any character or sequence of characters used in an electronic database to separate discrete elements of data within a field (or fields) contained in a record.

deluxe edition

An edition printed on better quality paper than the standard trade edition, sometimes from specially cast type, usually bound in leather or some other material of fine quality. Deluxe editions may also be larger in size, more lavishly illustrated, and published in limited edition. Also spelled *de luxe edition*. Synonymous with *fine edition*. ***See also***: gilt edges.

demand

The number of people who need or request a product or service. In libraries, *high-demand* items may be ordered in multiple copies or placed on reserve to ensure access. In public libraries, low-demand items in the circulating collection may be candidates for weeding. Demand for library services usually peaks at different times during the day, week, month, and year. Transaction logs can be helpful in tracking

and anticipating patterns of usage.

demand publishing

A commercial service that supplies single copies of rare or out of print books in response to individual demand, usually by photocopying prints made from a microform master, for example, *Dissertation Express* from Bell & Howell.

DEMCO

A commercial company that provides furniture, equipment, and supplies for the library, school, office, and home. **DEMCO** also provides periodical subscription services. Click here to connect to the **DEMCO** homepage. ***See also***: Brodart and Highsmith.

departmental library

A type of academic library that serves the information and research needs of the faculty members of a department within an institution of higher learning, usually a large university. Departmental libraries are also used by students enrolled in courses in the discipline(s) taught by the department, especially graduate students. If acquisitions are funded through the department, selection is usually the responsibility of the teaching faculty in collaboration with the departmental librarian.

dependent work

In library cataloging, a work that is contingent in some way on a previously published work by another author. Included in this category are: abridgments, arrangements, commentaries, continuations, dramatizations, sequels, revised editions, and supplements. Synonymous with *related work*. Compare with derivative work.

deposit

Any addition to archival holdings, usually a transfer of materials from some other location or agency, but the term also applies to materials on loan for a period of fixed or indefinite duration. The *depositor* usually retains legal ownership and responsibility, except in the case of gifts. ***See also***: deposit copy.

deposit copy

A copy of a new publication sent without charge to a copyright depository or other designated library by the author or publisher in compliance with national copyright law. In the United States, the deposit copy is sent with the completed copyright application form and copyright fee to the U.S. Copyright Office of the Library of Congress in Washington, D.C. Synonymous with *statutory copy*.

depository library

A library legally designated to receive without charge all or a portion of the government documents provided by the U.S. Government Printing Office (GPO) and other federal agencies to the Superintendent of Documents for distribution under the Federal Depository Library Program (FDLP). Some federal depositories also collect publications issued by state government agencies. Federal documents are usually classified and shelved by SuDocs number. Compare with repository.

depth

The thickness of a bound volume at its thickest point included (usually at the spine) with the covers included. Average depth determines how many volumes will fit on a shelf of given length. Also refers to the width of a book shelf from front to back. Most library shelving is 10 or 12 inches deep. ***See also***: height.

depth indexing

An indexing system that attempts to extract *all* the concepts covered in a work, including any subtopics, as opposed to *summarization*, in which a work is indexed only under its dominant subject. Library catalogers have traditionally looked for the single concept that best describes the entire content of an item, leaving depth indexing to commercial services that index parts of items (articles in periodicals, book chapters, essays in collections, etc.).

derivative indexing

A method of indexing in which a human indexer or computer extracts from the title and/or text of a document one or more words or phrases to represent subject(s) of the work, for use as headings under which entries are made. Synonymous with *derived indexing* and *extractive indexing*. Compare with assignment indexing. ***See also***: automatic indexing and machine-aided indexing.

derivative work

A work based on another work, which transforms the content of the original in a significant way (abridgment, adaptation, arrangement, revision, translation, etc.). Under U.S. copyright law, the rights to produce derivative works are retained by the copyright holder. Compare with dependent work.

derived cataloging

See: copy cataloging.

derived indexing

See: derivative indexing.

descender

In typography and calligraphy, the stroke of a lowercase letter that extends below the lowest point of an x-height letter (**a**, **c**, **e**, **m**, etc.). The letters of the roman alphabet which have descenders are: **g**, **j**, **p**, **q**, and **y**. The *descender line* is an imaginary horizontal line connecting the bottoms of descender letters, not to be confused with the baseline. Compare with ascender. ***See also***: primary letter.

descriptive bibliography

The close study and description of the physical and bibliographic characteristics of books and other materials, including detailed information about author, title, date and place of publication, format, pagination, illustration, printing, binding, etc., as opposed to an examination of their content. Also, a work that is the result of such study.

descriptive cataloging

The part of the library cataloging process concerned with identifying and describing

the physical and bibliographic characteristics of the item, and with determining the name(s) and title(s) to be used as access points in the catalog, but not with the assignment of subject and form headings. In the United States, Great Britain, and Canada, descriptive cataloging is governed by *Anglo-American Cataloging Rules* (***AACR2***). ***See also***: authority control and subject analysis.

descriptor

In indexing, a preferred term, notation, or sequence of symbols assigned as an access point in the bibliographic record representing a document, to indicate one of the subjects of its text (synonymous in library cataloging with the term subject heading). In bibliographic databases, descriptors appear in the DE or SUBJECT field of the record. Major descriptors are distinguished from minor descriptors by a special character, usually the asterisk. Some indexing and abstracting services, such as *ERIC* and *Psychological Abstracts*, provide a list of authorized indexing terms in the form of a printed or online thesaurus. Compare with identifier. ***See also***: aboutness and controlled vocabulary.

deselection

In serials, the process of identifying subscriptions for cancellation, usually in response to subscription price increases and budgetary constraints. In book and nonprint collections, the process of identifying titles for weeding, usually on the basis of currency, usage, and condition. The opposite of selection.

desensitization

The process of deactivating the magnetic strip affixed to a book or other printed item to prevent the security alarm from sounding when the borrower exits the library, a step performed by circulation staff when the item is checked out, using a device called a *desensitizer*. A different machine is required to desensitize magnetic media (audiocassettes, videocassettes, etc.).

desiccant

A drying agent such as silica gel used in museums and libraries to remove water vapor from an enclosed space when control of relative humidity is an important factor in the preservation of specimens, documents, and other materials in storage or on exhibit. Because desiccants release moisture when heated, they can usually be reused.

desiderata

A list of books and other materials needed and wanted by a library, to be purchased when budget permits or a cash donation is received. Synonymous in this sense with *waiting list* and *want list*. Also refers to a list of subjects or topics on which a writer or researcher requires information.

desk copy

A copy of a new book or recently revised edition, provided without charge by the publisher as an instructor's copy when additional copies are ordered by a college or university bookstore for students enrolled in a course of study. A complimentary copy may become a desk copy once an instructor decides to assign the work as required reading.

desk dictionary

A single-volume dictionary of approximately 150,000 words, intended for use by an individual sitting at a desk or in a workspace (*example*: ***Webster's New World Dictionary of the American Language***). Entries usually indicate orthography, syllabication, pronunciation, etymology, and definition. Synonyms, antonyms, and brief biographical and gazetteer information are included in some editions. Synonymous with *college dictionary*. Click here to connect to the online version of ***Merriam-Webster's Collegiate Dictionary and Thesaurus***. Compare with pocket dictionary and unabridged dictionary.

desk schedule

A list of the hours during which librarians and other public services staff are regularly assigned to assist users at the circulation desk, reference desk, information desk, or other public service point in a library, usually prepared by the staff member responsible for supervising the operations performed at the location. ***See also***: rotation.

desktop computer

See: personal computer.

desktop publishing (DTP)

The use of microcomputer hardware and software for page layout, graphic design, and printing to produce professional quality camera-ready copy for commercial printing at a fraction of the cost of using the services of a commercial publisher. Used extensively to produce in-house brochures, fliers, newsletters, posters, etc., **DTP** requires desktop publishing software and a high-speed PC equipped with a large monitor and high-resolution laser printer to produce text and graphics in WYSIWYG format. ***See also***: self-publishing.

destruction

In archives, the process of physically doing away with records that are no longer of value, but remain too sensitive to be simply discarded as trash. For paper records, the most common methods are shredding and pulping. Incineration is used for records in all other formats.

detective fiction

A novel or short story in which the details of a crime (or suspected crime) are uncovered by an amateur or professional sleuth who looks for clues and interprets them, sometimes using ingenious methods, to solve the mystery of *who-done-it*. The modern detective story began with Edgar Allan Poe's ***Murders in the Rue Morgue*** and has since become a popular subgenre of mystery fiction. Some detective stories qualify as historical fiction (*example*: chronicles of Brother Cadfael by Ellis Peters). ***See also***: suspense.

deterioration

Damage that occurs to an item by physical, chemical, or biological means after it has been produced, usually over a period of time. Examples include bindings weakened by adhesives that dry out and crack, printing papers embrittled by acid, and paper

documents discolored by the growth of mildew under damp conditions. ***See also***: inherent vice and stabilization.

Deutscher Bibliogtheksverband e. V.

See: German Library Association (DBV).

device

An ornament or symbol used in printing, such as the north pointer used on maps to indicate compass orientation. Also refers to an insignia used as a publisher's identifying mark, for example, the small design of a house stamped on the spine and printed on the title page of books published by Random House. Synonymous in this sense with colophon.

Also refers to any electronic or electromagnetic machine or hardware component. Computer peripherals (printer, scanner, disk drives, etc.) require a program routine called a *device driver* to connect to the operating system.

Dewey Decimal Classification (DDC)

A hierarchical system for classifying books and other library materials by subject, first published in 1876 by the librarian and educator Melvil Dewey who divided human knowledge into ten main classes, each of which is divided into ten divisions, and so on. In Dewey Decimal call numbers, arabic numerals and decimal fractions are used in the class notation (*example:* **996.9**). An alphanumeric book number is added to subarrange works of the same classification by author, and by title and edition (**996.9 B3262h**).

Developed and updated continuously for the past 125 years, most recently by a 10-member international Editorial Policy Committee (EPC), **DDC** is the most widely used classification system in the world. According to OCLC, it has been translated into 30 languages and is used by 200,000 libraries in 135 countries. The national bibliographies of 60 countries are organized according to **DDC**.

In the United States, public and school libraries use **DDC**, but most academic and research libraries use Library of Congress Classification because it is more hospitable. Abridged Decimal Classification is available for use in small libraries, and OCLC has developed *WebDewey* for classifying Web pages and other electronic resources. Click here to connect to the **DDC** Web site maintained by OCLC. ***See also***: Universal Decimal Classification.

Dewey, Melvil, 1851-1931

One of the founders of the American Library Association, Melvil Dewey served as editor of *Library Journal* from 1876 to 1881, published the Dewey Decimal Classification system in 1876, and served as librarian at Columbia University from 1883 to 1888 where he founded the first professional library school in 1887. He became the director of the New York State Library in Albany in 1888, taking the library school with him. Dewey was also a spokesman for professionalism in librarianship, for library education, and for equality of opportunity for women in the profession. A dynamic man, he also advocated standardization of library education,

methods, tools, equipment, and supplies.

diacritical mark

A mark written or printed above or below an alphabetic character, to indicate a change in its pronunciation, for example, the *cedilla* used in French under the letter *c* when it is pronounced like *ts* or *s*, instead of *k*.

diagnostics

Software designed to automatically test hardware components (disks, keyboard, memory, etc.) whenever a computer session begins, to determine if they are functioning properly. If a component fails on startup, a warning message appears on the screen.

diagram

A figure, chart, or graphic design intended to explain or illustrate a principle, concept, or set of statistical data. Also, a drawing, sketch, or plan that shows the steps in a process, or the relationship of the parts of an object or structure to the whole, usually simplified for the sake of clarity. A diagram is usually accompanied by a line or two of explanation, or by explanatory text in the document in which it appears.

DIALOG

A vendor that provides per-search access to a wide selection of online databases via a proprietary interface. Established in 1972, **DIALOG** led the market for many years in online information retrieval, and remains strong in business, science, and technology. The company also provides technical support for Internet users and e-commerce. In most libraries, **DIALOG** searches are mediated by a specially trained librarian to keep costs down. Click here to connect to the **DIALOG** homepage.

dialog box

A small square or rectangular area that opens in a graphical user interface in response to a selection made by the user, usually providing additional information or listing other options and/or settings available at that point in the program. A dialog box differs from a window in being neither movable nor resizable. Some applications are designed to open a dialog box automatically when certain operations are selected, but this feature can usually be set "off" when not desired.

dialogue

Conversation, real or imagined, between two or more persons, especially the exchange of ideas and opinions between individuals who do not share the same point of view. Also refers to a written work in the form of a conversation between two or more people, or to the portions of a work of fiction (novel, short story, play, etc.) consisting of words spoken by the characters, as opposed to passages of narrative or description. In the text of a narrative work, dialogue is set apart by the use of quotation marks. Compare with monologue.

dial-up access

Connection to a network, online service, or computer system from a terminal or workstation via a telephone line, usually in exchange for payment of a monthly fee to

a service provider, as opposed to access via a dedicated line. Dial-up access requires a modem to convert the digital signals produced by a computer into the analog signals used in voice transmission, and vice versa.

diary

A private written record of day-to-day thoughts, feelings, and experiences, kept by a person who does not expect them to be published. Also refers to the blankbook or notebook in which such experiences are recorded. Diaries are sometimes published posthumously and some have become famous literary and historical works, for example, the ***Diary of Samuel Pepys*** and more recently that of Anne Frank. Compare with journal and memoirs.

Also refers to a small notebook in which the consecutive dates of the year are listed, with blank space for scheduling appointments, meetings, important deadlines, etc.

dictionary

A single-volume or multi-volume reference work containing brief explanatory entries for terms and topics related to a specific subject or field of inquiry, usually arranged alphabetically (*example*: ***Dictionary of Neuropsychology***). The entries in a dictionary are usually shorter than those contained in an encyclopedia on the same subject, but it is not uncommon for the word "dictionary" to be used in the title of works that should more appropriately be called encyclopedias (*example*: ***Dictionary of the Middle Ages*** in 13 volumes). ***See also***: biographical dictionary.

Also refers to a work listing the words of a language in alphabetical order, with orthography, syllabication, pronunciation, etymology, and definition(s). Some dictionaries also include synonyms, antonyms, and brief biographical and gazetteer information. An unabridged dictionary is comprehensive in the number of words and definitions included (*example*: ***Webster's Third New International Dictionary***). An abridged dictionary provides a more limited selection of terms and less information in each entry (***Webster's New College Dictionary***). In a visual dictionary, the terms are illustrated. ***See also***: desk dictionary and pocket dictionary.

Dictionaries are known to have developed from Latin glossaries as early as the 13th century. Dictionaries of the English language, limited to difficult words, were first compiled in the 17th century. The most famous is the *Oxford English Dictionary* (1989), conceived in Britain in 1857 by the Philological Society. Some English dictionaries are limited to a specialized vocabulary (*example*: ***Dictionary of American Slang***). In libraries, at least one large printed dictionary is usually displayed open on a dictionary stand. Smaller portable editions are shelved in the reference section. Abbreviated *dict*. Compare with concordance. ***See also***: language dictionary, polyglot dictionary, and rhyming dictionary.

This Web site is an example of an *electronic dictionary*. Click here to connect to the online version of ***Merriam-Webster's Collegiate Dictionary and Thesaurus***.

dictionary catalog

A type of catalog, widely used in the United States before the conversion of the card

catalog to machine-readable form, in which all the entries (main, added, subject) and cross-references are interfiled in a single alphabetic sequence, as opposed to one divided into separate sections by type of entry (author, title, subject). Compare with classified catalog.

dictionary stand

A free-standing piece of display furniture usually made of wood, at least waist-high with a sloping top and a book stop, used in libraries to display an open dictionary or other large reference work. A dictionary stand is narrower than an atlas case and may contain shelves for storing other volumes. Small revolving table-top models are also available from library suppliers.

differential pricing

The controversial practice of charging libraries a substantially higher price for periodical subscriptions than the amount an individual subscriber is required to pay, which some journal publishers claim is justified because a library subscription makes the publication available to more readers, an effect known in the publishing trade as pass-along. Also refers to the practice in Europe of charging North American subscribers a rate substantially higher than normal, presumably because they can afford to pay more.

diffuse authorship

A work created by four or more persons or corporate bodies in which no single individual or body can be identified as the primary author. In libraries, such works are cataloged under the title, with an added entry for the first-named person or body. Under *AACR2*, if three or fewer persons or bodies are primarily responsible for a work, the main entry is under the heading for first-named author, with added entries for the other principal authors. Compare with unknown authorship. ***See also***: mixed responsibility and shared responsibility.

digest

An orderly, comprehensive abridgment or condensation of a written work (legal, scientific, historical, or literary), broader in scope than a synopsis, usually prepared by a person other than the author of the original. Headings and subheadings may be added to facilitate reference. Also refers to a periodical or index containing excerpts or condensations of works from various sources, usually arranged in some kind of order (*example*: ***Book Review Digest***).

digital

Data recorded or transmitted as discrete, discontinuous voltage pulses represented by the binary digits 0 and 1, called bits. In digitized text, each alphanumeric character is represented by a specific eight-bit sequence called a byte. The computers used in libraries transmit data in digital format. Compare with analog. ***See also***: born digital.

The term is also used in a general sense to refer to the wave of information technology generated by the invention of the microcomputer in the second half of the 20th century, as in the expression "digital divide" and "digital library."

digital archives

Archival materials that have been converted to machine-readable format, usually for the sake of preservation or to make them more accessible to users. A prime example is *American Memory*, a project undertaken by the Library of Congress to make digital collections of primary sources on the history and culture of the United States available over the Internet.

digital collection

A collection of library or archival materials converted to machine-readable format for preservation, or to provide access electronically (*example*: *Thomas Jefferson Digital Archive*, a project of the Electronic Text Center, University of Virginia Library). In the United States, the Digital Library Federation is developing standards and best practices for digital collections and network access.

digital divide

A term coined by former Assistant Secretary of Commerce for Telecommunication and Communication, Larry Irving, Jr., to focus public awareness on the gap in access to information resources and services between those with the means to purchase the computer hardware and software necessary to connect to the Internet, and low-income families and communities that cannot afford network access. Public libraries are helping to bridge the gap between information "haves" and "have-nots" with the assistance of substantial grants from industry leaders such as Microsoft's Bill Gates. The E-rate established by the *Telecommunications Act of 1996 (TCA)* has helped schools, public libraries, and rural health care institutions bridge the gap. *Digital Divide Network* is a Web site devoted to the issue. Synonymous with *information gap*.

digital imaging

The field within computer science covering all aspects of the capture, storage, manipulation, transmission, and display of images in digital format, including digital photography, scanning, and bitmapped graphics. In libraries, images of text documents are created for electronic reserve collections and digital archives. They are also available in full-text bibliographic databases and reference resources. Click here to connect to the *Digital Imaging & Media Technology Initiative* at the University of Illinois Library.

Digitial Libraries Initiative (DLI)

A multi-agency interdisciplinary research program of the National Science Foundation (NSF), that provides grants to facilitate the creation of large knowledge bases, develop the information technology to access them effectively, and improve their usability in a wide range of contexts. Click here to see a list of **DLI**-funded projects.

digital library

A library in which a significant proportion of the resources are available in machine-readable format, rather than in print or on microform. In libraries, the process of digitization began with the catalog, moved to periodical indexes and abstracting services, then to periodicals and large reference works, and finally book

publishing. Abbreviated *d-lib*. Compare with virtual library. ***See also***: Digital Library Federation and D-Lib Forum.

Digital Library Federation (DLF)

A consortium of major libraries and library-related agencies dedicated to promoting the use of electronic technologies to extend collections and services, **DLF** is committed to identifying standards and best practices for digital collections and network access, coordinating research-and-development in the use of information technology by libraries, and assisting in the initiation of projects/services that individual libraries lack the means to develop on their own. Click here to connect to the homepage of the **DLF**.

digital media

See: multimedia.

Digital Millennium Copyright Act of 1998 (DMCA)

Legislation passed by Congress and signed into law in October, 1998 to prepare the United States for the ratification of international treaties protecting rights to intellectual property in digital form, drafted in 1996 at a conference of the World Intellectual Property Organization (WIPO). The bill was supported by the software and entertainment industries, and opposed by the library, research, and education communities. Click here to learn more about the ***DMCA***.

digital preservation

The process of maintaining, in a condition suitable for use, materials produced in digital formats. Problems of physical preservation are compounded by the obsolescence of computer equipment, software, and storage media. Also refers to the practice of digitizing materials originally produced in nondigital formats (print, film, etc.) to prevent permanent loss due to deterioration of the physical medium. Synonymous with *e-preservation* and *electronic preservation*. ***See also***: data conversion and digital archives.

digital reference

See: electronic reference.

digital thesis

A master's thesis or Ph.D. dissertation created in electronic form ("born digital"). Most universities require a paper or microform copy for archival purposes, but for some hypermedia theses, a print version may not be an accurate representation of the original (or even possible). Preservation dilemmas posed by the rapid obsolescence of digital equipment and formats underscore the need for standards.

digital videodisc

See: DVD.

digitization

The process of converting data to digital format for processing by a computer. In information systems, digitization usually refers to the conversion of printed text or

images (photographs, illustrations, maps, etc.) into digital signals using some kind of scanning device that enables the result to be displayed on a computer screen. In telecommunication, digitization refers to the conversion of continuous analog signals into pulsating digital signals.

dime novel

A melodramatic fictional narrative of adventure, romance, and action, published in inexpensive paperback edition in the United States during the second half of the 19th century, sold mainly at news stands for 10-25 cents a copy. The term originated with the *Dime Novel Library* introduced in 1860 by Beadle and Adams of New York. Hundreds of thousands of titles, written according to formula, were issued before this form of pulp fiction waned in the early 20th century. Among of the most popular was ***Buffalo Bill, King of the Border Men*** (1869) by E. Z. C. Judson, writing under the pseudonym Ned Buntline. His other works included *Bigfoot Wallace, the Giant Hero of the Border* (1891) and *The Red Warrior, or, Stella DeLorme's Comanche Lover: A Romance of Savage Chivalry* (1869). The influence of this genre on popular culture is studied by literary historians. Compare with penny dreadful and yellowback.

dimensions

The actual physical size of a bibliographic item, given in centimeters the physical description area of the bibliographic description unless some other unit of measurement is more appropriate. ***See also***: height and width.

diorama

A museum exhibit or display on any scale in which inanimate objects and life-like figures representing animate beings are carefully placed in front of a background scene drawn or painted in perspective on a flat or curved surface to create the illusion of greater depth of field than actually exists. Special lighting and recorded sound effects are sometimes added to make the impression more realistic. Small portable examples are made for traveling exhibits.

diptych

A portable hinged tablet consisting of two pieces of wood, ivory, or metal covered with wax on the inside surface, on which the ancient Greeks and Romans wrote with a stylus. Also, a picture or design painted or carved on the inside surfaces of two hinged tablets. In medieval Europe, three tablets called a *triptych* were also used for the same purpose, hinged in such a way that the outer tablets folded over the center panel. Compare with pugillaria.

direct delivery

Putting library materials directly into the hands of the patron who requests them, without requiring a trip to the library to pick them up, for example, through a books-by-mail program. Direct delivery is practical for special libraries located on the premises of the host organization. It is also used by public libraries on a limited scale to serve homebound users.

direct edition

An edition of a work for which the author provides the publisher with camera-ready

copy produced on a computer with the aid of word processing software. Used mainly for works that cannot be produced economically from type.

direct entry

The principle in indexing that a concept describing the content of an bibliographic item should be entered under the subject heading or descriptor that names it, rather than as a subdivision of a broader term, thus a book about "academic libraries" would be assigned the heading **Academic libraries**, not **Libraries--Academic**.

directional

Said of a question that can be answered at the information desk or reference desk by directing the patron to the location of specific resources, services, or facilities within the library, as opposed to a question requiring substantive information, instruction in the use of library resources, or referral to an outside agency or authority. ***See also***: signage.

director

The person who has overall responsibility for directing the performance of a work written for stage or screen. The director's name appears in the credits at the beginning or end of a motion picture, videorecording, or television program, and is indicated in the note area of the bibliographic record created to represent the work in the library catalog. Compare with producer, and screenwriter. ***See also***: library director.

direct order

An order for materials placed by an acquisitions librarian directly with the publisher, rather than through a jobber or subscription agency. The percentage of orders placed in this manner has declined as wholesalers and subscription agents have positioned themselves to offer economies of scale to their customers and provide services that add value. Some publishers no longer accept direct orders and sell only to wholesalers (*example*: **Random House**).

directory

A list of people, companies, institutions, organizations, etc., in alphabetical or classified order, providing contact information (names, addresses, phone/FAX numbers, etc.) and other pertinent details (affiliations, conferences, publications, membership, etc.) in brief format, often published serially (*example*: *American Library Directory*). In most libraries, current directories are shelved in ready reference or in the reference stacks. ***See also***: city directory, telephone directory, and trade directory.

In data storage and retrieval, a catalog of the files stored on the hard disk of a computer, or on some other storage medium, usually organized for ease of access in a hierarchical tree of *subdirectories*. The topmost directory is called the *root directory*. ***See also***: FTP.

In library cataloging, the portion of the MARC record following the leader, which serves as an index to the tags included in the record, normally hidden from view of cataloger and catalog user. Constructed by the cataloging software from the

bibliographic record at the time the record is created, the directory indicates the tag, length, and starting location of each variable field. Whenever a change is made in the record, the directory is automatically reconstructed.

dirty proof

In printing, a proof of typeset copy containing many errors, or one returned to the printer heavily corrected. A *clean proof* contains no errors or corrections.

disaster plan

A set of written procedures prepared in advance by the staff of a library to deal with an unexpected occurrence that has the potential to cause injury to personnel or damage to equipment, collections, and/or facilities sufficient to warrant temporary suspension of services (flood, fire, earthquake, etc.). In archival records management, securing vital records in the event of disaster is one of the highest priorities. An effective disaster plan begins with a thorough risk assessment to identify the areas most susceptible to various kinds of damage and evaluate measures that can be taken in advance to ensure preparedness. Both an initial action plan and a recovery plan should be included. Compare with contingency plan and emergency plan.

disaster preparedness

Steps taken by a library or archives to prepare for serious damage to facilities, collections, and/or personnel in the event of a major occurrence such as a fire, flood, or earthquake, including preventive measures, formulation of an effective disaster plan, maintenance of adequate insurance, etc. Click here to connect to the disaster preparedness section of the *Conservation OnLine (CoOL)* Web site.

disbound

A book or other printed publication from which a previous binding has been removed, usually in preparation for rebinding, part of the process called pulling. Compare with unbound.

disc

A generic term for a direct-access magnetic storage medium that is read-only, as distinct from rewritable, including audio compact discs, CD-ROMs, videodiscs, etc. Compare with disk.

discard

To officially withdraw an item from a library collection for disposal, a process that includes removing from the catalog all references to it. Also refers to any item withdrawn for disposal, usually stamped "discard" to avoid confusion. Materials are usually withdrawn when they become outdated, cease to circulate, wear out, or are damaged beyond repair. When shelf space is limited, duplicates may be discarded to make room for new acquisitions. Withdrawn items may be exchanged or given as gifts to other libraries, but the most common method of disposal is in a book sale. Unsold items may be given to a thrift store or thrown away as trash, depending on the policy of the library. ***See also***: weeding.

discharge

In circulation, to cancel the record of a loan upon return of the borrowed item and payment of any overdue fine. Compare with charge. ***See also***: patron record.

discipline

An organized branch of human knowledge, developed through study and research or creative endeavor, and which constitutes a division of the curriculum taught at institutions of higher learning. A discipline may be divided into subdisciplines, for example, *biology* and *zoology* within the *biological sciences*. In western scholarship, the disciplines are traditionally organized as follows:

> ***Arts and humanities***: archaeology, classical studies, communication, folklore, history, language and literature, performing arts (dance, film, music, theater), philosophy, religion and theology, visual arts
> ***Social sciences***: anthropology, criminology and criminal justice, economics, international relations, law, political science, psychiatry, psychology, public administration, social work, sociology, urban studies, women's studies
> ***Sciences***: astronomy, biology, chemistry, computer science, earth sciences, mathematics, medicine and health, physics

In Dewey Decimal Classification, the classes representing subject areas are arranged by discipline (*example* **150** for Psychology).

disclaimer

A legal notice posted on a Web page, appended to an e-mail message, given on a product, or provided with a service, informing the reader or consumer that the host or producer does not guarantee and cannot be held responsible for all aspects of its content or performance.

discography

A list or catalog of audiorecordings, usually of works by a specific composer or performer, of a certain style or genre, or of a specific time period. Each entry in a discography provides some or all of the following descriptive elements: title of work, name of composer and performer(s), date of recording, name of manufacturer, manufacturer's catalog number, and release date. Also refers to the systematic cataloging of audiorecordings, and to the study of sound recording as a medium of expression. The person who compiles such a catalog is called a *discographer*. Compare with filmography.

discontinued

A serial publication for which a library subscription or continuation order has ended. In the catalog record for the title, the library's holdings are indicated in a closed entry. ***See also***: canceled and ceased publication.

discontinued number

A class number from an earlier edition of the Dewey Decimal Classification, which is no longer used, indicated at the appropriate location in the schedule by a note to "class in" a more general number. ***See also***: schedule reduction.

discount

A percentage deducted from the price of any product or service, for example, the reduction in the rate paid for telecommunication services by schools and public libraries under the federal E-rate program. In publishing, a percentage deducted from the publisher's list price for an item, as an inducement to purchase. In book sales, the discount system includes:

Cash discount - usually 1-2%, offered by publishers to booksellers in exchange for payment within 10 days of the end of the billing month
Continuation order discount - for automatic shipment of works published as serials (usually 5%)
Convention discount - on orders placed at a publisher's exhibit during a conference or convention (usually 15%)
Library discount - on purchases by libraries and related institutions (usually 5-10%)
Long discount - standard discount given on trade books (usually 40%)
Prepayment discount - for payment with the order (usually 5% or free shipping)
Prepublication discount - on orders placed prior to the publication date to encourage advance sales
Quantity discount - on purchases of a required number of copies or titles
Trade discount - given by publishers to jobbers and retail outlets
Short discount - on professional books and textbooks sold directly to individuals, and sometimes on special orders

discourse analysis

Linguistic analysis of segments of spoken or written language which are longer than one sentence and form a unit having recognizable structure, for the purpose of identifying regularities in the occurrence of phonological, grammatical, and semantic elements. In computer science, the results of discourse analysis have been applied to the study of human/computer interaction, for example, in the development of voice recognition systems.

discussion list

See: mailing list.

disintermediation

Elimination of the mediator or "middle man." In the delivery of information services, the need for professional assistance is minimized in user-friendly systems designed to facilitate end-user searching. ***See also***: mediated search.

disk

A generic term for a direct-access magnetic storage medium which is rewritable, as opposed to read-only, including floppy disks, hard disks, and Zip disks. Synonymous with *magnetic disk*. Compare with disc.

disk drive

In computing, a generic term for the hardware component that physically manipulates

a specific type of magnetic disk (hard, floppy, WORM, Zip), allowing the user to read data from and write data to it. Disk drives can be internal or external. Also spelled *disc drive*.

diskette
See: floppy disk.

display case
A box or set of shelves enclosed in glass or plexiglass to allow books and other items to remain protected while on exhibit. A display case can be free-standing, wall-mounted, or built-in. Modern designs are usually lockable. Cases used for perishable museum specimens may be climate-controlled to prevent deterioration. Synonymous with *exhibit case*. Compare with display rack.

display copy
A copy of a new book or other publication put on view, usually in a bookstore or as part of publisher's exhibit at a conference or convention. At the end of the event, display copies are sometimes sold to conference participants at a discount, especially if their dust jackets are no longer in new condition.

display matter
Any printed matter that is not part of the text of a work, including illustrations, headings, captions, printer's ornaments, etc. To distinguish it from body matter, textual display matter is set in type of a different size and/or font.

display rack
A library furnishing in metal, wood, or plastic, designed to display printed material, such as brochures, announcements, instructional handouts, reading lists, etc., face-forward to encourage users to browse and select what they need. Sold by library suppliers, display racks are available in wall-mounted and free-standing designs, from small counter-top models to large floor units. Compare with display case.

display type
Type sizes larger than 14-point, used mainly for headings, titles, banners, and other display purposes, in contrast to the smaller text type used to print the body of the text, and even smaller extract type used for quotations, notes, etc. ***See also***: fancy type.

disposal
In U.S. government archives, the destruction of noncurrent records that are no longer needed. Also used synonymously with disposition.

disposition
The manner in which the noncurrent records of an agency or individual are handled once their utility has been appraised, whether stored (temporarily or permanently) in a repository in their original format, reproduced and stored on microform, sold, donated, or destroyed. Compare with disposal. ***See also***: disposition schedule.

disposition schedule
A systematic list of documents used by an archivist to determine: 1) which of the

recurring records of an agency or individual will be retained, 2) the period of time for which they will be held, 3) where they will be housed during the retention period (archives or intermediate storage), and 4) any other decisions concerning their disposition, based on their utility and value to the organization. Synonymous with *retention schedule*. ***See also***: sentencing.

dissertation

A lengthy, formal written treatise or thesis, especially an account of scholarly investigation or original research on a specialized topic, submitted to a university in partial fulfillment of the requirements for a Ph.D. degree. Dissertations submitted at universities in the United States, Canada, Great Britain, and other European countries are indexed and abstracted in *Dissertation Abstracts International* (*DAI*) available in print, on CD-ROM, and online from Bell & Howell. In most academic libraries, copies of dissertations may be requested on interlibrary loan or ordered via document delivery. Abbreviated *diss*. Compare with thesis.

Dissertation Abstracts International (DAI)

A service of Bell & Howell that provides indexing and abstracting of Ph.D. dissertations and master's theses in all academic disciplines, submitted at universities in the United States, Canada, Great Britain, and other European countries since 1861 (dissertations abstracted since 1980, theses since 1988). ***DAI*** is available in print, on CD-ROM, and as an online bibliographic database directly from Bell & Howell or via OCLC *FirstSearch* (updated monthly). Print copies of dissertations can be obtained from *Dissertation Express* (Bell& Howell) upon payment of a fixed fee.

distance education

See: distance learning.

distance learning

A method of instruction and learning designed to overcome barriers of time and space by allowing students to study in their own homes or at local facilities, often at their own convenience, using materials available electronically or by mail. Communication with the instructor is normally by telephone or e-mail. Telecommunication networks and teleconferencing have facilitated distance learning. Libraries are working to support distance learning by providing online catalogs and databases, electronic reserves, electronic reference service, online tutorials, and electronic document delivery service. Click here to learn more about distance learning. ***See also***: continuing education.

distinctive title

A title that is unique to a specific work. Distinctiveness of title is important in registering copyright, and makes the entry for a document easier to retrieve from a library catalog or other finding tool in a search by title.

distribution copy

In reprography, a microform copy from which additional copies of equal legibility can be reproduced.

distribution imprint

The statement printed on the verso of the title page of a book giving the official name(s) of the distributor(s) from which copies can be obtained, as distinct from the imprint of the publisher that issued the edition, or the printer responsible for printing the edition.

distribution list

In e-mail software, a feature that allows the user to establish a list of e-mail addresses under a common name, enabling messages to be sent simultaneously to everyone on the list when addressed to the list name. Although the term is sometimes used synonymously with mailing list, the latter generally supports a much larger group, requiring special software for automatic maintenance (*example*: LISTSERV).

distribution rights

Legal arrangements made by a publisher to transfer to another company or person the exclusive right to market a publication, usually within a designated geographic area. In books, distribution rights are usually indicated in the distribution imprint on the verso of the title page.

distributor

An agent or agency that owns the exclusive or shared rights to market a published work, usually within a designated geographic area. In domestic publishing, the distributor is usually, but not always, the publisher. Foreign publications are often distributed by a domestic publishing company under an agreement with the original publisher. Abbreviated *distr*. ***See also***: distribution imprint.

diversity

Inclusiveness with regard to variation in age, gender, sexual orientation, religious belief, and ethnic, racial, and cultural background within a given population. In the United States, libraries strive to achieve diversity in library school admissions, hiring, collection development, services, and programs. ***See also***: affirmative action.

divided catalog

In the 1930s, when it became apparent that dictionary catalogs were becoming cumbersome, large libraries in the United States began dividing their catalogs into two sections, one for subject entries and the other for main and added entries other than subject (authors, titles, series, etc.). Eventually, some libraries divided their catalogs into *three* sections (author, title, and subject). Divided catalogs have the disadvantage of requiring that the user know in advance which type of entry is required (entries for works written *by* a specific author are filed separately from works written *about* the same person), but once the initial determination is made, the user is spared the time and effort of looking through entries which are not of the type desired. Synonymous with *split catalog*. ***See also***: classified catalog.

divide-like note

A note added to a heading in a classification schedule to inform the user that the heading is subdivided in the same way as another heading in the same schedule.

division

In Dewey Decimal Classification, the first level of subdivision of the ten main classes, usually representing a discipline or subdiscipline, indicated by the first two digits in the notation (*example*: **94** in **940** for European history). There are one hundred divisions in DDC (10 x 10). The next level of subdivision, indicated by a third digit other than zero, is called a section (**944** for works on the history of France). Click here to see a table of the divisions in DDC.

divisional title

The title printed on the recto of the leaf preceding the first page of the text of a major division of a book, sometimes with the number of the division (if they are numbered). The verso is normally left blank. Synonymous with *part title* and *section title*.

DLF

See: **D**igital **L**ibrary **F**ederation.

DLI

See: **D**igital **L**ibraries **I**nitiative.

DMCA

See: ***D**igital **M**illennium **C**opyright **A**ct*.

DNS

See: **D**omain **N**ame **S**ystem.

docking station

A piece of computer hardware that enables a laptop to function as a desktop computer by providing a single large plug and socket that duplicates the individual cable connections to monitor, keyboard, mouse, and printer. Some docking stations include built-in peripherals such as audio speakers and CD-ROM drive, and a network interface card to allow the user to connect to a local area network. Because no standard exists for docking stations, compatibility with the specific type of laptop is an important consideration in making a purchase decision.

doctored

A book that has been altered from its original condition, usually as a consequence of mending, repairs, restoration, or the addition or removal of parts. Compare with as issued. ***See also***: made-up copy.

docudrama

A shortened form of the term *documentary drama*, a dramatization of events that actually happened, usually produced for film or television. Although some elements may be fictionalized, a serious attempt is made to be historically accurate (*example*: ***Edward Hopper, the Silent Witness***, a film by Wolfgang Hastert). Compare with documentary and feature film.

document

A physical entity consisting of any substance on which is recorded all or a portion of one or more works, in the words of Marshall McLuhan, the "medium" in which a

"message" (information) is communicated. Document formats range from print (books, manuscripts, pamphlets, periodicals, reports, maps, charts, prints, etc.) to microform and nonprint media. Abbreviated *doc*. ***See also***: document delivery service, government documents, and internal document.

Also, any form printed on paper, once it has been filled in, especially one that has legal significance or is supplied by a government agency (*example*: an application for copyright protection).

Also refers to a word processing text file (file type **.doc**) or any file created on a Macintosh computer.

documentary

A motion picture that records actual events or depicts social conditions without fictionalization, often through the use of historical footage and still photographs, usually accompanied by a narration dramatically structured to highlight important individuals who participated in the action. The term was coined by the Scottish film-maker John Grierson in the late 1920's to describe the cinematic works of Robert Flaherty, the first person to produce films of social commentary depicting actual people in real-life situations (*example*: ***Louisiana Story***). Compare with docudrama and feature film.

documentation

The acquisition, organization, storage, retrieval, and distribution of specialized documents, especially of a legal, technical, or scientific nature. Also refers to a collection of documents pertaining to a specific subject, especially when used to substantiate a point of fact. ***See also***: documentation center.

In scholarly publication, the practice of citing the source of a direct quotation or excerpt, an idea that is not original, or factual information, to support a thesis or argument, and/or avoid plagiarism or infringement of copyright, particularly important in the writing of history and biography.

In archives, the process of writing and organizing descriptions of records for reference purposes and to facilitate the development of finding aids for users.

In data processing, detailed descriptive information required to develop, operate, and maintain machine-readable data files and systems. In a more general sense, a systematic written description of any procedure (or set of procedures and/or policies), including the history of its application within a specific context.

In France, a term used in nearly the same sense as information science.

documentation center

An organization or agency that specializes in receiving, processing, preserving, abstracting, and indexing publications, usually within a scholarly discipline or field of research and study (*example*: ERIC). Documentation centers also issue bulletins on the progress of such work for distribution to interested parties and may also prepare bibliographies on special topics, make copies or translations, and engage in

bibliographic research.

document camera

A table-top device used in bibliographic instruction and other visual presentations to project text and/or images from an opaque surface or transparency onto a large screen using an LCD projector. Document cameras have superseded overhead projectors in well-equipped libraries.

document delivery service (DDS)

The provision of published or unpublished documents in hard copy, microform, or digital format, usually for a fixed fee upon request. In most libraries, document delivery service is provided by the interlibrary loan office on a cost-recovery basis. The patron is usually required to pick-up printed material at the library, but electronic full-text may be forwarded via e-mail. Also refers to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request. Click here to connect to the *DocDel.net* Web site provided by Instant Information Systems. ***See also***: electronic document delivery and *Ariel*.

document trail

All the authenticated sources of information about a topic, recorded in any medium, traced backward in time to determine conclusively the origins of an existing state of affairs, a technique used in archives to establish provenance and in news reporting to uncover the details of a story.

dog-eared

The condition of a book that shows definite signs of wear, especially pages that have been folded down at a corner to mark a place.

doggerel

Versification that is loose, irregular, crude, and/or superficial due to the writer's ineptitude, or by intention, usually for comic effect, as in John Skelton's *Colin Clout*:

> For though my rhyme be ragged,
> Tattered and jagged,
> Rudely rain-beaten,
> Rusty and moth-eaten,
> If ye take well therewith,
> It hath in it some pith.

Also spelled *doggrel*.

domain

All the hardware and software resources controlled by a single computer system. In a local area network (LAN), all the clients, servers, and devices under the control of a single security database, administered under a common set of rules and procedures. On the Internet, all the clients, servers, and devices sharing a common portion of the IP address, the highest level domain being the category of host, indicated in the United States by the three-letter suffix at the end of the domain name. In database

management, all the possible values of the data contained in a specific field present in every record in a file.

In indexing, the range or extent within which documents or items are selected for inclusion in a bibliography, index, or catalog. When the domain is one or more tangible collections, the result is a catalog. In an indexing and abstracting service, the domain is usually the published literature of an academic discipline (*example*: ***Sociological Abstracts***) or group of related disciplines (***Child Development Abstracts and Bibliography***). In a national bibliography, the domain is the published output of an entire country. ***See also***: scope.

domain name

The address identifying a specific site on the Internet. In the United States, domain names usually consist of three parts separated by the period (full stop). In the address **www.thisuniversity.edu**, the first part (**www**) indicates the protocol or language used in accessing the address, the second part (**thisuniversity**) represents the name of the institution or organization hosting the site, and the last part (**edu**) is a high-level domain code indicating the category of entity serving as network host. In the United States, there are currently *six* three-letter top-level domain codes:

.com - commercial enterprise
.edu - educational institution
.gov - government agency
.mil - military installation
.net - network
.org - nonprofit organization

In other countries, the high-level domain code precedes a two-letter country code, for example, in the URL **www.bbc.co.uk**, the code **.uk** indicates that the commercial site is hosted in the United Kingdom. Other top-level domain codes have been proposed to ICANN, the technical coordination body authorized to assign identifiers that must be globally unique for the Internet to function. For more information on the assignment of domain names, see *ICANN Watch*.

Domain Name System (DNS)

A table used to translate numerical IP addresses (*example*: **123.456.78.9**) into the alphanumeric domain name addresses (**www.thisuniversity.edu**) familiar to Internet users, and vice versa.

donation

In archives, a voluntary deposit of records by a person or organization, in which both legal title and physical custody are formally transferred by the *donor*. Compare with gift. ***See also***: donor file.

donor file

A systematic record of the names of persons and/or organizations that have donated materials to a library or archives. A well-maintained donor file should document any restrictions on the preservation, use, or disposition of donated items or files, and

provide current contact information. In a weeding project, it is wise to check discards against such a file to ascertain if a prior agreement was made with the donor concerning final disposition.

door stop

Library slang for a piece of equipment so obsolete that it cannot be given away. Such items are usually consigned to a storage room in the basement until renovation or a move into a new facility makes disposal unavoidable.

DOS

An acronym for **D**isk **O**perating **S**ystem (pronounced "dahss"), the first operating system for IBM-compatible personal computers, developed for IBM in a version called PC-DOS by Bill Gates' fledgling company Microsoft. Gates subsequently marketed the Microsoft version (MS-DOS) which became the underlying control program for early versions of Windows. Windows NT and later versions of Windows are not dependent on DOS, although they are capable of supporting DOS applications. Because it is nongraphical, line-oriented, and command-driven, the DOS interface is not as user-friendly as Windows.

dos-a-dos

An English term for a type of binding in which two books are bound back-to-back, sharing the back cover, with the fore-edges of one aligned with the spine of the other, so that they open in opposite directions. Popular during the 17th century, this style was used to bind in a single volume the *New Testament* with the *Prayer Book and Psalms*. Compare with tete-beche.

dot

A full stop used to divide the elements of an Internet address.

dot.com

A commercial enterprise that does all or a substantial portion of its business over the Internet (*example*: Amazon.com).

double column

A book or other publication in which the text is set to half the width of a page, usually with a blank space or rule dividing the two columns, a format commonly used in dictionaries, encyclopedias, and other large-format reference works.

double dagger

In printing, a character in the shape of a vertical stroke crossed twice, above and below the mid-point, used as the third-order reference mark, following the use of the asterisk and the dagger. The double dagger is also known as a *double obelisk* or *diesis*.

double-fan adhesive binding

A type of adhesive binding in which the binding edge of the text block is milled and splayed, first in one direction while a slow-drying adhesive is applied, and then in the opposite direction as a second application is made, allowing the adhesive to penetrate no more than 1/32 inch between the leaves, so that each leaf is tipped to the next. The

method is not practical for books with a text block more than two inches thick. The strength of fan adhesive binding can be enhanced by notching the binding edge, but this technique has the disadvantage of restricting openability. Compare with perfect binding.

double fold

See: double leaf.

double leaf

A leaf twice the page size in a book, folded in half at the fore-edge or top edge, with the fold uncut and no printing inside the fold. When such a leaf is unnumbered, it is counted as two pages. In the bibliographic description of the item, the total number of pages is recorded as in the following example: **[32] pp. (on double leaves)**. Synonymous with *double fold*. ***See also***: Chinese style.

double numeration

A system of enumeration, used mainly in textbooks, law books, and technical publications, in which *two* numbers are assigned, usually separated by a period, hyphen, or other symbol, the first being the number of the chapter or other major division of the work, and the second indicating a section of the text or one of several illustrations, maps, graphs, charts, etc., numbered in the sequence in which they appear within the division.

double plate

A single illustration that extends across facing pages in an open book or other publication, usually printed on a double-size leaf folded down the center and bound at the fold. A caption may be printed on the preceding or following page. Compare with double spread and face up. ***See also***: plate.

double shelving

Storing books two rows to a shelf, one behind the other, a shelving method used in libraries only when space is severely limited. Shelves must be at least ten inches deep for this alternative to work. The method can potentially double shelf capacity, but it reduces browsability and makes materials more difficult to locate and reshelve. These drawbacks can be minimized by installing graphic signage or limiting its use to series, such as legal case law, or to the back files of bound periodicals and reports. ***See also***: flat shelving, fore-edge shelving, and shelving by size.

double spread

Text and/or illustration printed across facing pages in a book or other publication, as if on a single page, usually for visual effect. Compare with double plate.

doublure

An ornamental lining of silk, satin, vellum, leather, or some other material of fine quality, affixed to the inside cover of a book, especially in leather-bound deluxe editions. In older books, the doublure was often elegantly decorated. Synonymous with *ornamental endpaper*. ***See also***: marbling.

doubtful authorship

A work for which authorship has *not* been conclusively established, which is ascribed to one or more persons on the basis of incomplete or unconvincing evidence. Some scholars believe the works of William Shakespeare to have been written by another author, but the evidence in support of this contention is inconclusive.

download

To copy one or more files from a mainframe computer to a terminal, from a network server to a client computer, or from the hard disk of any computer to another storage medium. In libraries, downloading bibliographic data to floppy disk is a low-cost alternative to printing the output of an online search, and users are generally encouraged to do so. The opposite of upload.

down time

Any period during which a computer or system is out of operation, usually due to hardware or software failure or regular maintenance. In libraries, the amount of time a public access workstation or system is "down" is a measure of its reliability and can directly affect quality of service, particularly during periods of peak use. Also spelled *downtime*.

draft

A handwritten, typed, or printed version of a document, not intended to be final, which is subject to future modification, correction, revision, etc., sometimes by a person or persons other than the original author. A *rough draft* usually provides only a preliminary or sketchy version of the work or plan. The last version of a work that has seen multiple revisions is the *final draft*. To avoid misunderstanding, a document not yet completed should be clearly marked "Draft." ***See also***: bill.

drama

See: play.

dramatization

An adaptation of a nondramatic work of fiction or nonfiction for performance on stage or screen, usually by a person other than the original author. In library cataloging, a dramatization is entered under the name of the playwright, with added entries under the author and title of the work on which it is based. ***See also***: novelization.

driver

A program routine specifically designed to link a peripheral device to the operating system of a computer, allowing it to perform the functions requested by application software. Some drivers, such as the keyboard driver, are included in the operating system, but when a new piece of hardware is added to a computer (printer, scanner, disk drive, etc.), the appropriate driver must usually be installed on the CPU so that the operating system can call upon it to run the device. Also called a *device driver*.

drop

A telecommunication outlet in a library or other facility, usually consisting of a voice

jack and at least one data jack to allow users to connect to a computer network.

drop cap
See: drop initial.

drop-down title
The shortened version of the title of a book, printed on the first page of the text, usually the same as the running title. Compare with caption title.

drop initial
A large decorated or undecorated initial letter in a manuscript or printed work, aligned horizontally with the tops of succeeding letters in the same line, but extending below the line into a space left by indenting the next line (or lines). Drop initials are used mainly at the beginning of a chapter or other major division of a work. Synonymous with *drop cap*. Compare with raised capital.

drop shipment
Publications ordered from a jobber by the acquisitions department of a library, sent by the publisher directly to the library at the request of the jobber, usually to reduce shipping costs when the jobber does not have the items in stock.

DTP
See: **d**esk**t**op **p**ublishing.

Dublin Core (DC)
A set of metadata elements designed to facilitate the description of document-like resources in a networked environment. **Dublin Core** is the result of an international cross-disciplinary consensus achieved through the ongoing efforts of the Dublin Core Metadata Initiative (DCMI). It has the potential to provide a foundation for standardizing bibliographic description of information resources available via the Internet. Click here to connect to the DCMI homepage.

due date
The date of the last day of the loan period, stamped or written by a library staff member on the date due slip affixed to an item when it is checked out at the circulation desk. Fines may be charged for materials returned after the due date if they are not renewed. In the online catalog, the due date may be displayed to indicate the circulation status of an item currently checked out. Synonymous with *date due*. ***See also***: overdue.

dues
Titles ordered from a publisher that cannot be supplied until additional stock arrives from the printer, usually new books for which stock has not been received or backlisted titles in the process of being reprinted. Such items are usually back ordered.

Also refers to the annual fee that a member of a professional organization, such as the American Library Association, must pay to keep his or her membership current. Some organizations offer a sliding scale allowing each member to pay an amount

corresponding to length of service or level of participation, with students and recent graduates paying the least.

dumb terminal

See: terminal.

dummy

A single prototype of a book, made up of the same number of leaves (usually blank) of the same grade of paper as the final product, trimmed and sewn but usually unbound, to give the binder an idea of bulk and page size, and to assist the graphic designer in planning the layout of the dust jacket.

Also refers to the complete layout of every page of a print job, including typeface, type size, and the position of text block, headings, illustrations, captions, etc. ***See also***: shelf dummy.

dump

A computer operation that copies raw data from one location to another in a system, usually with little or no formatting, for example, the transfer of the contents of memory to a printer or computer screen to display the status of a program at the moment it crashed, useful in diagnosing the nature of a problem.

duodecimo (12mo)

A book, approximately 8 inches in height, made by folding a full sheet of book paper to form signatures of twelve leaves (twenty-four pages). ***See also***: folio, quarto, octavo, and sextodecimo.

duotone

An illustration in which the image, originally done in black-and-white, is printed in two colors, usually black and either dark blue or dark green. Duotone allows tint to be applied to an image at considerably less expense than full-color printing. ***See also***: halftone and monochrome plate.

duplex

In communications, a channel capable of transmitting signals in both directions (sending and receiving) at the same time. In computer networks, this is usually achieved by using paired wires or by dividing bandwidth into two frequencies. A *half-duplex* connection is capable of transmitting signals alternately but not simultaneously in either direction (*example*: two-way radio). Synonymous with *full-duplex*. Compare with simplex.

Also refers to a printer attached to a computer or computer network, which has the capability to print both sides of a sheet of paper, a means of conserving paper in libraries that allow printing from public access workstations.

duplicate

An additional copy of an item already in a library collection, which is not needed. Public libraries often order high-demand items in multiple copies, then weed duplicates as they cease to circulate. Compare with added copy.

In reprography, an exact copy of an original document (either positive or negative) which can be used in place of the original. Also refers to the process of making single or multiple copies of an original document.

duplicate paging

The numbering of pages in duplicate, usually on facing pages, used mainly in books containing parallel texts, for example, a text in translation and the same text in the original language.

duplicate record

A bibliographic record that occurs more than once on a library's catalog. In MARC files, this usually occurs when a record is used more than once in OCLC cataloging procedures. When a bibliographic database is created or updated, duplicate records are removed in a batch process known as deduping.

durability

The degree to which a material retains its physical integrity when subjected to stress, for example, heavy use in the case of some library materials. A *durable* material, such as the buckram used as a covering in some library bindings, will generally last a relatively long time under conditions of normal use. The opposite of *fragile*.

durable paper

See: permanent paper.

dust cover

See: dust jacket.

dust jacket

The removable paper wrapper on the outside of a hardcover book, usually printed in color and given a glossy finish to market the work to retail customers and protect it from wear and tear. The front of the dust jacket bears the title, the author's full name, and a graphic design. The title also appears on the spine of the jacket, with the author's last name and the publisher's name or symbol. In most trade titles, a promotional blurb written by the publisher appears on the inside flap. The back flap usually provides brief biographical information about the author, which may include a small portrait photograph. The ISBN is printed on the back of the dust jacket, usually in the lower right-hand corner, following brief quotes from positive reviews of the work. Textbooks, reference books, and sci-tech books are usually published without a dust jacket.

The first protective paper jacket was provided by a publisher in England in 1833. Since then, dust jacket design has become a highly skilled form of graphic art and a significant factor in the cost of book production. In illustrated children's books, the design used on the dust jacket is usually done by the illustrator. Abbreviated *dj*. Synonymous with *book jacket* and *dust cover*. Compare with wrapper. ***See also***: sleeve.

DVD

An initialism that stands for ***d****igital* ***v****ideo****d****isc*, a type of optical disk of the same size

as a compact disc, but with significantly greater recording capacity, partly because it is double-sided. DVD is expected to supersede video CDs, laserdiscs, and videotape as the preferred medium for motion pictures for home use. DVD players can also read most CD media.

dwarf book
See: bibelot.

dwell
In tooling, the length of time the heated finishing tool is in contact with the leather or cloth surface being decorated.

dynamic map
A map on which flow lines and/or arrows of varying width are used to indicate the direction and amount of movement (migration), action (military maneuvers), or change in conditions (weather). Synonymous with *flow map*.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

E

EAD
See: **E**ncoded **A**rchival **D**escription.

ear
A small decorative design printed on either side of the title in the flag at the head of the front page of a newspaper. Also refers to a small projection found on the upper right-hand edge of the lowercase "g" in some typefaces.

early book
Books produced during the earliest periods in which human activities were recorded--on clay tablets in Mesopotamia, on papyrus scrolls in ancient Egypt, on tree bark or palm leaves in Asia, etc.--usually to record sacred prayers and rituals, traditional sagas and epics, lists of dynastic succession, laws and legal decisions, property ownership and taxation, magical incantations, astronomical observations and astrological predictions, important medical knowledge, etc. Due to the amount of labor required, early books were usually produced in single copies.

early copy
See: advance copy.

easel
A metal, wood, or plastic rack or stand on a tripod base, designed to allow an open book or periodical to be displayed face-out as part of an exhibit or presentation. Large models are used to display flip charts in presentations.

easel binding

A type of comb or spiral binding designed with rigid extended covers that can be folded back to form the base of a triangle, allowing the book or notebook to stand upright when opened, with the spine across the top. The text is printed parallel with the spine, and the pages are turned up and over, instead of from side to side.

easy book

A heavily illustrated book with limited text, written to appeal to the interests and reading ability of children from preschool to third grade, usually shelved in a separate section of a school library or children's room in a public library.

e-book

See: electronic book.

EBSCO

A commercial company that provides subscription management services, electronic journal access, online bibliographic and full-text databases, and an online book ordering service to libraries and related institutions. **EBSCO** is currently one of the three leading aggregators of journals available in electronic full-text. Click here to connect to the **EBSCO** homepage. ***See also***: Gale Group and ProQuest.

eclogue

A short pastoral poem, or part of a longer one, traditionally in the form of a dialogue between a pair of shepherds, for example, Spenser's *The Shepheard's Calendar* (1579). The term lost its pastoral connotation in the 18th century and now refers to a poem in which a serious theme is developed through a monologue or dialogue, as in *Rosalind and Helen* (1819) by Percy Bysshe Shelley.

e-collection

See: electronic collection.

e-conference

See: mailing list.

edited

A single work, or two or more shorter works by the same or different authors, prepared for publication by a person other than the author, whose name usually appears as editor on the title page. In the bibliographic description, the editor's name is given in the title and statement of responsibility area (field 245 of the MARC record) following the phrase "edited by." For works with more than one editor, the names are listed in order of appearance on the chief source of information, followed by the word "editors."

editing

In publishing, the process of revising and preparing for publication material submitted by an author in manuscript or typescript form, usually performed by one or more editors. Also refers to the work of gathering together and preparing for publication in a single volume or uniform set of volumes the previously published

works of one or more authors, usually done by someone else.

In data processing, the revision of a document, such as a machine-readable bibliographic record, usually by selecting from an *edit* menu an option to *cut*, *copy*, *paste*, or *delete* portions of text, or by reformatting the text in some manner.

Film editing is the process of selecting from the total amount of footage shot those portions which are to be included in a motion picture, then splicing them together in a sequence of scenes that tells a story (feature film) or conveys factual information about the subject (documentary). A similar process occurs in audiotape and videotape production.

edition

All the copies of a book published in a single typographical format, printed from the same typesetting, and issued at one time by the same publisher, or at intervals without alteration. An edition may consist of several impressions in which the text and other matter is not substantially changed. In older publications, the terms *impression* and *edition* are virtually synonymous since type was broken up for reuse after the first printing. In the case of nonprint items, all the copies produced from the same master copy and issued by the same entity. In a more general sense, the format (particularly the size and shape) in which a work is published.

Some books, especially reference books and textbooks, are revised and republished. Unless the publisher stipulates that a work is a revised edition or expanded edition, the first revision is known as the *second edition*. Subsequent revisions are numbered in the order in which they are published. The latest edition is the most current, but older editions may contain useful information deleted from later ones. Also refers to a work published in a specific form for a particular market or purpose, for example, a book club edition, deluxe edition, export edition, library edition, limited edition, trade edition, or special edition. In library cataloging, the edition is indicated by ordinal number and/or description in the edition area of the bibliographic description. Abbreviated *ed.* ***See also***: co-edition.

In newspaper publishing, one of two or more printings issued on the same day, for example, the "Early Edition" or the "Late Edition." In radio and television, a program broadcast at a particular time of day ("Morning Edition").

edition area

In library cataloging, the area of bibliographic description in which information pertaining to the edition is entered, usually by ordinal number (*15th ed.*) and/or description (*Rev. ed.*), including the edition statement and statements of responsibility relating to the edition. In the MARC record these data elements are given in field 250.

edition binding

See: publisher's binding.

edition statement

In library cataloging, the portion of the bibliographic record in which the edition of the work is indicated by ordinal number (*7th ed.*) and/or description (*Rev. ed.*) as

found on the item, using standard abbreviations found in *Appendix B* of *AACR2*. If an item lacks an edition statement, but is known to include important changes from previous editions, a brief statement in the language and script of the title proper is provided by the cataloger in square brackets. In the MARC record, the edition statement is given in subfield *a* of field 250.

editor

A person who prepares for publication the work(s) of one or more authors. An editor may be responsible for selecting material included in a collection or for preparing manuscript copy for the printer, including annotation of the text, verification of the accuracy of facts and bibliographic citations, polishing grammar and style, organizing front and back matter, etc. Periodicals and large reference works often have a *general editor* or *editor-in-chief* who supervises the work of an editorial staff. Compare with compiler. ***See also***: author's editor.

In large publishing houses, the editing process may be divided into separate functions, each performed by a different person:

> ***Acquisition editor*** - scouts and evaluates new works for recommendation to the publisher
> ***Manuscript editor*** - assists the author in developing and organizing the work
> ***Copy editor*** - perfects details of grammar and style, checks the accuracy of facts, quotations, citations, etc.
> ***Managing editor*** - coordinates resources required for publication and develops the publication schedule
> ***Production editor*** - oversees the transition from editorial process to production (printing, binding, distribution)

Also refers to the individual in charge of the content of a newspaper, magazine, or journal, and in some cases its publication, whose name is given in the masthead. ***See also***: editorial, editorial board, and letter to the editor.

editorial

A brief essay expressing clearly and unequivocally, and sometimes with artful persuasiveness, the opinion or position of the chief editor(s) of a newspaper or magazine with respect to a current political, social, cultural, or professional issue. Editorials appear on the *editorial page* of a newspaper, usually at the end of the news section. The editorial page may also include columns written by syndicated columnists, letters to the editor, and political cartoons. In a news magazine, editorials and columns usually appear at the beginning before the feature articles, or sometimes on the last page(s). Compare with advertorial. ***See also***: journal of commentary.

editorial board

A group of people responsible for controlling the editorial content and overseeing the publication of a periodical, whose names are usually given in the masthead. In magazine publishing, the editorial board establishes the overall editorial policy and tone to be followed by staff writers, selects columnists, and decides which letters to the editor will be published. In journal publishing, the board usually controls the

evaluation and selection of articles submitted by independent scholars for publication.

editorial content

The portions of a periodical containing content controlled by the editor(s) or editorial board (articles, columns, editorials, letters to the editor, illustrations, political cartoons, etc.), as opposed to the space devoted to advertisements, notices and announcements, etc.

editorialize

To put forth an opinion or position on a subject, usually with intent to persuade the listener or reader to adopt or at least consider the point of view of the speaker or writer. Also, to inject personal opinions or comments into an otherwise objective discussion or account, a technique used in essays, editorials, columns, letters to the editor, and other forms of persuasive writing, but considered inappropriate in scholarly publication and in works of fiction.

editorial page

See: editorial.

educational videotape

A videotape designed and marketed to schools and libraries as a teaching tool, sometimes for use in conjunction with a specific curriculum unit. Educational videos tend to be priced higher than feature films and mass market nonfiction videos.

e.g.

An abbreviation of the Latin phrase *exempli gratia* meaning "for the sake of example."

eggshell

A smooth, slightly pitted finish given to uncoated paper or board, which produces a soft nonglossy surface resembling the shell of a bird's egg. Most antique papers have this type of finish.

Eighteenth Century Short-Title Catalogue

See: *English Short-Title Catalogue (ESTC)*.

e-journal

see: electronic journal.

electronic book

A book composed or typed on a computer, or converted from print to digital (machine-readable) format by scanning or some other process, for display on a computer screen. Although the first hypertext novel was published in 1987 (*Afternoon, A Story* by Michael Joyce), *e-books* did not capture public attention until the online publication of Stephen King's novella *Riding the Bullet* in March, 2000. Within 24 hours, the text had been downloaded by 400,000 computer users.

electronic collection

Library materials in digital format, including e-zines, e-journals, e-books, reference

works published online and on CD-ROM, online bibliographic and full-text databases, and other Web-based resources.

electronic conference
See: mailing list.

electronic discussion list
See: mailing list.

electronic document delivery
The transfer of information traditionally recorded in a physical medium (print, videotape, sound recording, etc.) to the user electronically, usually via e-mail or the World Wide Web. Libraries employ digital technology to deliver the information contained in documents and files placed on reserve and requested via interlibrary loan.

electronic journal
A Web site graphically modeled on an existing print journal (*example*: *Library Journal*), or which provides access to an online journal that has no print counterpart (*Electronic Journal of Differential Equations*). The rapidly rising cost of print journal subscriptions has led many libraries to explore electronic alternatives. Click here to connect to the ***Ejournal SiteGuide MetaSource*** maintained by the University of British Columbia Library. Synonymous with *e-journal*. Compare with electronic magazine. ***See also***: full-text.

electronic magazine
A Web site graphically modeled on an existing print magazine (*example*: *The New Yorker*) or which provides access to an online magazine that has no print counterpart (*example*: *Slate*). Click here to connect to a directory of magazines available on the Web. Synonymous with *e-zine*, *e-magazine* and *Webzine*. Compare with electronic journal.

electronic mail
See: e-mail.

electronic newsletter
A newsletter published online, usually via the Internet, with or without a print counterpart (*example*: *LITA Newsletter*).

electronic preservation
See: digital preservation.

electronic publishing
The publication of books, periodicals (e-journals, e-zines, etc.), bibliographic databases, and other information resources in digital format, usually on CD-ROM or online via the Internet, for in-house users, subscribers, and/or retail customers, with or without a print counterpart (*example*: *Journal of Electronic Publishing*). Synonymous in this sense with *e-publishing*. Also used synonymously with desktop publishing.

electronic records

Bibliographic or archival records stored on a medium, such as magnetic tape/disk or optical disk, that requires computer equipment for retrieval and processing. Compare with machine-readable records.

electronic reference

Reference services requested over the Internet, usually via e-mail, instant messaging ("chat"), or Web-based submission forms, answered by the reference department of a library, independently or through a collective system such as *QuestionPoint* maintained by the participating members of the Global Reference Network. Synonymous with *digital reference* and *online reference*.

electronic reserves

Items placed on reserve which an academic library makes available online to be read on a computer screen, downloaded to diskette, or printed as needed. Permission may be required to use works not in the public domain. Software for electronic reserves systems is available from commercial vendors (*example*: **ERes** from Docutek Information Systems). Click here to connect to the homepage of the Electronic Reserves Clearinghouse. Synonymous with *e-reserves*.

electronic style

Accepted format for citing (in footnotes, endnotes, and bibliographies) information available in digital formats, such as computer software, abstracts and full-text articles retrieved from bibliographic databases, messages posted to newsgroups and mailing lists, and documents available on the World Wide Web. Click here to connect to the *Yahoo!* list of electronic style guides.

The most recent print editions of the *Publication Manual of the American Psychological Association* and the *MLA Handbook for Writers of Research Papers* also include sections on citing electronic resources.

electronic theses and dissertations (ETD)

Master's theses and Ph.D. dissertations submitted in digital form rather than on paper, as opposed to those submitted in hard-copy and subsequently converted to machine-readable format, usually by scanning. Forty universities in the United States and over one hundred institutions worldwide currently participate in the Networked Digital Library of Theses and Dissertations (NDLTD), an initiative to require that *all* theses and dissertations be submitted in electronic format.

elegy

In classical literature, a lyric poem composed in couplets of alternating hexameter and pentameter lines, a form known as *elegiac meter*. In English literature through the 17th century, a song or poem of melancholy or solemn contemplation. In contemporary usage, a formal poem lamenting the death of a particular person (example: *In Memory of W. B. Yeats* by W. H. Auden) or the phenomenon of mortality in general (example: *Elegy Written in a Country Churchyard* by Thomas Gray). Compare with eulogy.

element

In library cataloging, a discrete unit of data constituting part of an area of description within the bibliographic record created to represent an item, for example, the publication date in the edition statement or the number of pages or plates in the physical description. Also refers to a unit of information within a field of a record in a bibliographic database, for example, the journal title or volume number in the source field of an entry representing a periodical article.

elephant folio

In nonspecialty publishing, a large folio usually about 14 x 23 inches in size. The term *double-elephant* refers to the very large paper size used to print works such as *Birds of America* by John James Audubon. Compare with atlas folio.

elhi book

A term used in the educational book trade in the United States to refer to a textbook published specifically for **el**ementary and **hi**gh-school students, usually revised and updated regularly by publishers anxious to retain market share. In a more general sense, *any* book published for elementary and/or high school age readers. Also spelled *el-hi*. ***See also***: *El-Hi Textbooks & Serials in Print*.

el-hi book

See: elhi book.

El-Hi Textbooks & Serials in Print

A reference serial published by R. R. Bowker in which elhi textbooks currently in print are indexed, by author, title, and a classified list of subjects. A separate index is provided for textbooks published in series. Elhi serials are indexed by subject and title. ***See also***: *Children's Books in Print*.

elision

From the Latin *elisio* meaning "a striking out." The omission of a vowel or silent consonant at the beginning or in the middle of a word (*example*: **you've** for *you have* or **ne'er** for *never*), or the omission of a vowel, consonant, or syllable in the pronunciation of a word or phrase. In orthography, the omission is indicated by an apostrophe. Compare with contraction. ***See also***: ellipsis.

ellipsis

The use of square brackets [ ] or three full points ... or a series of asterisks **** in handwritten or printed text to indicate the omission or suppression of a word or words (four points if the omission ends a sentence). Often used to reduce the length of a quotation without altering its meaning or significance. Compare with elision.

e-magazine

See: electronic magazine.

e-mail

An abbreviation of *electronic* ***mail***, an Internet protocol that allows computer users to exchange messages and data files in real time with other users, locally and across

networks. E-mail requires a *messaging system* to allow users to store and forward messages, and a *mail program* with an interface for sending and receiving. Users can send messages to a single recipient at a specific e-mail address or multicast to a distribution list or mailing list without creating a paper copy until hard copy is desired. Faster and more reliable than the postal service, e-mail can also be more convenient than telephone communication, but it has raised issues of security and privacy. Commonly used e-mail programs: ***Lotus Notes***, ***Eudora***, ***Sendmail***, ***Critical Path***. Most Internet service providers offer an e-mail option to their subscribers. Also spelled *email*. Compare with FAX. ***See also***: attachment, body, header, footer, encryption, and SMTP.

e-mail address

A string of characters used to route messages from one computer to another over a network governed by the Internet protocol for electronic mail (SMTP).

E-mail addresses follow a standard format containing *no* spaces:

United States: **username@domainname.domaincode**
Other countries: **username@domainname.countrycode**

Examples:
smithj@myuniversity.edu
duboisf@universite.fr

Click here to view the *Yahoo!* list of e-mail directories.

embargo

The period during which the articles published in a periodical are not available in online full-text from a journal aggregator, usually the most recent 1-3 years. Journal publishers have established such periods to prevent libraries from canceling print subscriptions. In most periodical databases, this restriction applies only to a small proportion of the titles indexed, but in *JSTOR* the journals are 100% embargoed. Not to be confused with an exclusive agreement between a journal publisher and an aggregator.

emblem book

A type of illustrated book, popular in the 16th and 17th centuries, containing a collection of symbolic engravings or woodcuts called *emblems*, each expressing a moral principle, accompanied by an epigram, motto, proverb, or brief explanation in prose or verse. ***Harrod's Librarians' Glossary*** includes in this category books in which the text of verses is arranged in symbolic designs, e.g. crosses. The form was revived by the poet William Blake in ***Gates of Paradise***.

embossed

In printing and binding, design or lettering raised in relief above the surface of a page or book cover, produced mechanically with stamping dies. Embossing is used on art books, elegant greeting cards, and other decorative items.

embrittlement

See: brittle.

emendation

An alteration or correction that removes an error or flaw from a text found to have been corrupted in transmission, restoring it to a state believed to be closer to the original.

emergency plan

A set of guidelines or steps prepared in advance to help the staff of a library deal with unusual occurrences that may temporarily disrupt normal operations (assaults, bomb threats, security violations, etc.), but are not usually disastrous. Compare with contingency plan and disaster plan.

Emmy Award

One of several awards given annually in the United States by the Academy of Television Arts and Sciences for outstanding programming in news and documentaries, sports, and daytime television. Click here to see a list of the most recent **Emmy Award** winners.

emoticon

An abbreviation of the term ***emoti****onal* ***icon***. ***See***: smiley.

employee handbook

A manual, often printed in loose-leaf form, describing the rights, responsibilities, privileges, rules, expectations, etc., associated with employment in a company, organization, agency, or institution, usually distributed to employees at the time they are hired. At academic institutions that grant faculty status to librarians, the faculty handbook usually serves this function and may also cover governance. Compare with procedure manual.

emulation

The process by which a computer program or device designed to allow one system to imitate another accomplishes that task. *Terminal emulation* software allows a PC user to log on to a mainframe as if it were the type of terminal normally used for that purpose.

emulsion

A stable colloidal suspension of one immiscible liquid in another. In photography, the light-sensitive coating on a plate or base of plastic film consisting of very fine silver halide crystals dispersed in a gelatin medium. Considered a scientific art, the making of photographic emulsions often involves trade secrets jealously guarded by commercial film manufacturers.

encapsulation

The process of enclosing a flat document in a thin polyester envelope, the edges of which are sealed to protect it from damage, used in conservation and preservation to provide support for large, fragile sheets such as maps, charts, posters, etc., while allowing them to remain visible on both sides. The procedure does not alter the condition of the document by adhering it to the film, as does lamination. The sheet

can easily be removed by slitting one or more sides of the envelope. Although encapsulation protects the item from impurities in the atmosphere, it does not retard processes of deterioration inherent in the object.

enchiridion

From the Greek word for handbook, a volume of a size that can be easily carried in a person's hand. In the Christian religious tradition, a manual of devotions (*example*: Saint Augustine's ***Enchiridion on Faith, Hope, and Love***).

Encoded Archival Description (EAD)

The EAD Document Type Definition (DTD) is a nonproprietary standard for encoding in Standard Generalized Markup Language (SGML) the finding aids (registers, inventories, indexes, etc.) used in archives, libraries, museums, and other repositories of manuscripts and primary sources, to facilitate use of their materials. **EAD** was developed in 1993 on the initiative of the UC Berkeley Library and is maintained by the Library of Congress, in partnership with the Society of American Archivists. Click here to learn more about **EAD**.

encoding

In information retrieval, the process of converting a message or data into electronic signals that can be processed by a computer or transmitted over a communications channel. The opposite of *decoding*. Compare with encryption.

encoding level

One of several modes of library cataloging recognized by the Library of Congress as appropriate, depending on a library's resources and needs, and the amount of descriptive detail available to the cataloger. The levels are: full level, core level, minimal level, collection level, and copy cataloging.

encryption

The process of converting the data contained in a message into a secret code prior to transmission via public telecommunication channels, to make it unreadable to all but the authorized recipient(s). Encryption is a security measure taken to protect confidential information, such as credit card numbers used in online business transactions, and to ensure that only those who have paid for a fee-based service obtain it. The opposite of *decryption*.

encumbrance

In library acquisitions, an amount charged against a budgetary fund to cover a prior commitment to purchase materials, equipment, services, or supplies, removed once full payment is made or the order is canceled. Encumbrances are tracked to prevent over-expenditure.

encyclopedia

A book or numbered set of books containing authoritative summary information about a variety of topics in the form of short essays, usually arranged alphabetically by headword or classified in some manner. An entry may be signed or unsigned, with or without illustration or a list of references for further reading. Headwords and text

are usually revised periodically for publication in a new edition. In a multivolume encyclopedia, any indexes are usually located at the end of the last volume. Encyclopedias may be general (*example*: ***Encyclopedia Americana***) or specialized, usually by subject (***Encyclopedia of Bad Taste***) or discipline (***Encyclopedia of Social Work***). In electronic publishing, encyclopedias were one of the first formats to include multimedia and interactive elements (*example*: ***Grolier Multimedia Encyclopedia Online***). Also spelled *encyclopaedia*. Synonymous with *cyclopedia*. Compare with dictionary.

Encyclopedia of Associations

An annual reference serial published by the Gale Group, providing detailed directory information on over 22,000 nonprofit American membership organizations of national scope. Each entry typically includes the organization's official name, address, and phone/FAX numbers; the primary official's name and title; founding date, purpose, and activities; size of membership and dues; national and international conferences; and publications. Each edition includes an alphabetically arranged name index and keyword index, and a separate volume containing geographic and executive indexes. Companion volumes are available from the same publisher for international organizations and regional, state, and local organizations.

endangered

In libraries and archives, a category of item, or group of items, whose continued existence is threatened, usually by deterioration or the obsolescence of equipment required to read the format. Preservation may require conversion to a format of greater permanence. Synonymous with *at risk*.

endbands

A collective term for the headband and tailband at the top and bottom of the spine of a book which has a sewn hardcover binding.

end matter

See: back matter.

endnote

A statement printed at the end of a chapter or book to explain a point in the text, indicate the basis of an assertion, or cite the source of factual information or a quotation. Like footnotes, endnotes are numbered, usually in superscript, and listed in the sequence in which they appear in the text.

endowment

A permanent fund accumulated by an institution over an extended period of time, consisting of gifts and bequests invested to provide an ongoing return, all or a portion of which is expended, sometimes for purposes specified by the donor(s), leaving the principal intact to generate further income. A library may be separately endowed or share in the endowment of its parent institution. ***See also***: fund-raising.

end panel

A single- or double-faced flat piece of wood, steel, or other rigid material securely

attached to the end of a range of library shelving, usually extending from floor to top of unit to cover the shelf ends facing an aisle or open area. End panels also help provide structural rigidity to shelving, important in regions prone to earthquake. The panels may be painted or covered with material that aesthetically enhances the library's decor. End panels in wood may be custom-made to match library furnishings.

endpaper

In binding, a sheet of thick, strong paper folded down the center, one half of which is pasted down to the inside of the front or back board of a book, the other half forming the first (or last) leaf, called the flyleaf. Each fold becomes a hinge joining the text block to the cover and allowing the boards to swing open and closed. Colored endpapers are often selected to complement the material used to cover the boards and inlay along the spine. For extra strength, some books have *double endpapers*. In older books, the endpapers were often decorated (see marbling). In modern book production, maps, genealogies, tables, or illustrations are sometimes printed on the endpapers. Also spelled *end-paper*. Synonymous with *endleaf* or *endsheet*. ***See also***: doublure.

end-user

In information retrieval, the person or persons for whom a mediated literature search is conducted and to whom the results are delivered. In a more general sense, the person for whom *any* search requiring the use of library resources or other information services is performed.

end-user search

In information retrieval, a literature search conducted by the person who actually intends to use the results, as opposed to a mediated search conducted by a trained specialist on behalf of the user.

e-newsletter

See: electronic newsletter.

English Short-Title Catalogue (ESTC)

A project begun by the British Library in 1977 under the title *Eighteenth Century Short-Title Catalogue* to compile a comprehensive record of the books, pamphlets, and other printed material published in Great Britain and its colonies, and printed in the English language anywhere else in the world from 1701 to 1800. The title changed to ***English Short-Title Catalogue*** after the decision was made to include monographs and serials printed prior to 1701. In the United States, work completed by the Research Libraries Group (RLG) on the ***ESTC*** is available in *RLIN*. Plans are underway to digitize images of sample publications from the collections of various research libraries.

engraving

An illustration or print made from a design incised with a sharp, pointed tool called a *burin* or *graver* on the surface of a metal plate or hardwood block, in a process known as intaglio. The lines are inked and an impression made by pressing a sheet of paper

or some other printing surface against the plate. Compare with etching. ***See also***: stipple engraving.

enlarged edition

See: expanded edition.

enlargement

A reproduction or copy produced on a larger scale than the original. Some photocopiers have the capacity to enlarge an original. The opposite of reduction. Synonymous, in photography, with blowup.

ensemble work

A musical work composed for more than one voice and/or instrument singing or playing together, for example, soprano and piano, or a string quartet.

entity

As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), one of the key objects of interest to users of information within a given domain of "things" described by bibliographic data. In *FRBR*, entities are divided into three groups: 1) the products of intellectual or artistic endeavor (work, expression, manifestation, and item); 2) the individual(s) or corporate bodies responsible for creating intellectual/artistic content, for producing or disseminating the content in physical form, or for maintaining custody of the products; and 3) the subjects of intellectual or artistic expression (concept, object, event, place). Each type of entity has a defining set of attributes, for example, the attributes of a "work" include the title, form, date of work, intended audience, etc. The nature of the link between entities is their relationship, for example, an expression may be an "adaptation of" a pre-existing work.

entrance-level

See: entry-level.

entry

A single record in the library catalog, representing an item in one of its collections. ***See also***: main entry and added entry. Also, a record in a bibliographic database representing a work indexed and/or abstracted.

Also refers to a reference in a bibliography or printed index, or to all the information given under a headword in a dictionary, or under a heading in a reference work such as an encyclopedia or handbook.

In a more general sense, any point of access to a file of bibliographic records or other data (name of author, title of work, series title, assigned subject heading or descriptor) under which a record representing a specific item may be searched and identified, manually or electronically.

entry-level

Employment at the lowest grade in a system of classified positions, suitable for candidates who are beginning their careers and lack experience. Promotion usually

depends on a vacancy occurring at a higher grade or classification, rather than on the development of the initial position into one requiring greater skill or responsibility. Synonymous with *entrance-level*.

entry word

The word under which a record in a catalog, index, or bibliography is filed and searched, usually the first word of the heading (initial articles excluded). In retrieving information from an online catalog or bibliographic database, the order of terms typed as input may determine the success or failure of a search by author, title, subject heading, or descriptor, but in a keywords search, word order should not affect results if Boolean logic is used correctly. Synonymous with *filing word*.

enumerative

A naming or counting of items, one by one, as in a list, in any amount of detail, but without systematic arrangement. ***See also***: enumerative classification.

enumerative classification

A classification system in which an attempt is made to designate *all* the subjects required, without organizing them in logical hierarchy (*example*: Library of Congress Classification). Compare with hierarchical classification and synthetic classification.

environmental control

In the preservation of library and archival collections, creating and maintaining hospitable storage conditions is the most effective strategy for promoting the longevity of materials. Deterioration of paper, leather, cloth, plastic, etc., can be dramatically reduced by controlling temperature, relative humidity, light, and air quality in storage. Monitoring devices should be installed to ensure that materials remain cool and dry. Low illumination, ventilation that removes atmospheric pollutants, and effective pest management are also essential.

ephemera

Printed materials of everyday life, generally considered to have little or no permanent value, usually because they are produced in large quantities or in disposable formats. The category includes pamphlets, leaflets, fliers, performance programs, posters, postcards, greeting cards, menus, comic books, paper toys, etc. Ephemeral items are sometimes retained and exhibited for their graphic qualities or for their association with a specific person, event, or activity. When collected by libraries, they are usually stored in special collections. Also refers to material of brief currency, which has reference value or sufficient literary or historical importance to merit permanent archival storage, for example, academic course catalogs and schedules, newsletters, etc. Click here to connect to the homepage of The Ephemera Society of America. Compare with gray literature.

epic

A lengthy narrative poem in which the language, characters, and action are heroic and exalted in style. Most epics have a comparatively simple plot, a theme (or themes) reflecting the universal human condition, a hero of superhuman mental and physical capacity who is nonetheless fatally flawed, a setting imaginary or remote in time and

place, with supernatural forces playing a decisive role in the action, upon which may depend the fate of an entire society or people. Epics are usually closely tied to the legends, oral traditions, and history of a specific culture (***Iliad*** and ***Odyssey*** of Homer, ***Beowulf***, etc.). Literary epics, such as the ***Aeneid*** of Virgil and ***Paradise Lost*** by John Milton, are consciously modeled on traditional examples.

epigram

In the classical period, an inscription or epitaph, but in modern usage a tersely witty, often antithetical saying, ingeniously composed in prose or verse, delivered with aplomb to make a point in a manner calculated to enhance one's reputation in the company of people who value feats of intellectual and literary virtuosity. The satirical form, established in ancient Rome by Martial, was cultivated in England from the late 16th to the early 20th century. An example by Hilaire Belloc:

> ***ON OLD LADY POLTAGRUE, A PUBLIC PERIL***
> *The Devil, having nothing else to do,*
> *Went off to tempt my Lady Poltagrue.*
> *My Lady, tempted by a private whim,*
> *To his extreme annoyance, tempted him.*

epigraph

A brief quotation or motto included in the front matter of a book, usually following the dedication, or at the beginning of each chapter, expressing an idea or theme the author intends to develop more fully in the text.

epilogue

A part added as a conclusion at the close of a literary work, for example, the statement of the moral at the end of a fable. The term also refers to the final section of a speech, also called the *peroration*, and to a brief speech delivered at the end of a dramatic performance, requesting the approval of audience and critics. Compare in this sense with prologue.

episodic

A literary work consisting of a number of more or less self-contained but loosely connected incidents (*episodes*) strung together by the author to form a narrative (*example*: ***Idylls of the King*** (1859) by Alfred, Lord Tennyson).

epistemology

From the Greek *episteme* (knowledge) and *logos* (theory), the branch of philosophy devoted to the theoretical study of the nature, methods, and validity of human knowledge, including the relationship between the knower (subject), the known (object), and the process of knowing.

epistle

A composition in poetry or prose, written in the form of a letter so elegant in style that it is considered a literary work worthy of publication (*example*: the epistles or Cicero, Horace, and Pliny). Also refers to one of the letters of the *New Testament* of the Christian Bible.

epistolary novel

A form of novel that reached its greatest popularity during the 18th century, in which the narrative is developed by the author in a series of letters (*example*: ***Clarissa*** by Samuel Richardson). Sometimes a novelist begins a work in epistolary style, then switches to conventional narrative (***Busman's Honeymoon*** by Dorothy L. Sayers).

epitaph

From the Greek *epi* ("upon") and *taphos* ("tomb"), a brief valedictory verse on the life and death of a person (or persons), composed as an inscription on a grave marker, sometimes by the deceased before death. Epitaphs are usually complimentary, but may be humorous or ironic. One of the most famous was written by Simonides of Ceos (556-468 BC) commemorating the 300 warriors who died at Thermopylae:

> ***Go, tell the Lacedaimonians, passer-by,***
> ***That here obedient to their laws we lie.***

epithet

From the Greek word *epitheton*, meaning "something added." A descriptive name or title expressing an important quality or attribute, usually added to distinguish a person (William *the Conqueror*), epoch (Age of *Enlightenment*), or thing (*John Knox* cap) from others of the same name or class. In library cataloging, the epithet follows the personal name in the heading under which the item is cataloged.

epitome

A statement of the essence of a subject, in the briefest possible form. Also refers to a very brief but accurate written statement of the main points of a work, usually prepared by a person other than the author.

eponym

A single name under which several authors are published. Also, the name of a person or character so closely associated with a quality, process, or activity that the name is used in signifying it (*Herculean*, *pasteurization*, *Platonic*, *Romeo*).

Also refers to a person who gives, or is reputed to have given, his or her name to an institution, structure, place, etc. (*Guggenheim Museums*), or to a distinguishing title derived from the name of a person, designating a people, place, thing, or period (*Periclean* Athens, *Carolingian* minuscule, *Elizabethan* drama).

e-preservation

A shortened form of *electronic preservation*. ***See***: digitial preservation.

e-publishing

See: electronic publishing.

equivalence table

A list in numerical order of the classes altered in a complete revision of Dewey Decimal Classification, giving the class number in the preceding edition and its equivalent in the current edition. ***See also***: comparative table.

E-rate

An abbreviation of *education* ***rate***. A federal program established under the *Telecommunications Act of 1996 (TCA)* and implemented in 1998, with oversight by the Federal Communications Commission (FCC), **E-rate** allows schools, public libraries, and rural health care institutions to apply for substantial discounts on rates paid for telecommunication services, including Internet access, communications equipment, and internal wiring. The program is funded by the Universal Service surcharge on telephone bills and administered by the Universal Service Administrative Company (USAC) in Washington D.C. Although it has been hampered by a byzantine application process and subjected to filtering requirements under the *Children's Internet Protection Act of 1999 (CIPA)*, the program has helped many schools and libraries build technological infrastructure, particularly in low-income areas.

e-reference

See: electronic reference.

ERes

See: electronic reserves.

e-reserves

See: electronic reserves.

ergonomics

The systematic study of the relationship between people and the environment in which they work, serving as the basis for the design and arrangement of equipment, furnishings, and workspaces with the aim of increasing productivity and avoiding negative effects on safety, health, comfort, and efficiency. Synonymous with *human engineering*.

ERIC

The **E**ducational **R**esources **I**nformation **C**enter is a national information system consisting of a group of federally-funded clearinghouses administered by the National Library of Education (NLE), that indexes and abstracts journal articles and research reports in education and related fields, and publishes the results in the print publications ***CIJE*** (*Current Index to Journals in Education*) and ***RIE*** (*Resources in Education*), and in the ***ERIC*** database available online or on CD-ROM in most academic libraries supporting education curriculum in the United States.

Items indexed in ***ERIC*** are assigned at least one subject descriptor from the ***Thesaurus of ERIC Descriptors*** and a six-digit *EJ number* for journal articles, or a six-digit *ED number* for research reports (documents). Available on microfiche, ERIC documents are filed by ED number in microfiche cabinets usually located in the microforms section of the library. A reader/printer machine is required to enlarge and make copies of documents on microfiche. ERIC documents are also available online from the ERIC Document Reproduction Service (EDRS). Click here to connect to the homepage of the *ERIC Clearinghouses*. ***See also***: *AskERIC*.

ERIC document (ED)

A separately published or unpublished research report on a topic in education or a related field, available on microfiche and online by subscription from the ERIC Document Reproduction Service (EDRS). Access to ERIC documents is provided by most academic libraries in the United States that support curriculum in education. ERIC microfiche is filed by six-digit *ED number* in microfiche cabinets usually located in the microforms section of the library.

erotica

Works containing sexual content calculated to stimulate the passions of the reader, but which also have some artistic value and integrity (*example*: ***Fanny Hill, or, Memoirs of a Woman of Pleasure*** by John Cleland). Examples are usually found in private collections and in the special collections of libraries that specialize in the history of books and publishing. Compare with curiosa and pornography.

errata

The plural of *erratum*. Errors discovered after a book or periodical has gone to press but before it is distributed, brought to the reader's attention by the insertion of a list of corrections, separately printed on a small piece of paper known as an *errata slip*, usually tipped in at the beginning of the text or in the front matter. Synonymous with *corrigenda*. Compare with paste-in.

ERT

See: **E**xhibits **R**ound **T**able.

ES

See: **e**xpert **s**ystem.

escape key

A key located in the upper left-hand corner of a standard computer keyboard, usually labeled **Esc**, which allows the user to go backward one step in a sequence of operations, terminating the current operation.

escapist literature

Fiction written as light entertainment, intended mainly to divert the mind of the reader into a world of imagination and fantasy. Popular genres include romance, science fiction, thrillers, etc.

ESL

An abbreviation of "**E**nglish as a **S**econd **L**anguage," a branch of English language study and teaching.

esparto

A type of paper named after a coarse, short-fibered grass grown in the Mediterranean region which, when mixed with chemical wood pulp, produces the bulk and smooth finish suitable for printing fine quality books and plates.

espionage

The practice of spying or using spies (or listening devices) to systematically collect

strategic information which the government of a country or the management of a commercial entity would prefer to keep secret. When such information is used in military planning and decision-making, it is called "intelligence." Because some research libraries in the United States provide public access to scientific and technical information that could be used by an aggressor, their policies have been scrutinized (*see* Library Awareness Program).

Also refers to a subgenre of mystery fiction and motion picture, devoted to tales of spies and spying (*example*: ***Reilly: The Ace of Spies***). ***See also***: suspense.

essay

A short prose literary composition addressed to the general reader, usually dealing thoughtfully and in some depth with a single theme, seen from the personal point of view of the *essayist* who does not necessarily attempt the systematic or comprehensive analysis one would expect in a dissertation or treatise. There are no limitations on style or content--essays can be formal or informal, descriptive, narrative, persuasive, humorous, satirical, historical, biographical, autobiographical, or critical. In some cases, essays that appear on the surface to be straightforward can have a deeper, more philosophical meaning. Essays published in collections and Festschriften are indexed in ***Essay and General Literature Index*** published by H. W. Wilson.

ESTC

See: *English Short-Title Catalogue*.

estimated price

The price that the acquisitions department of a library anticipates will be charged when an item or subscription is ordered from a publisher, jobber, dealer, or subscription agency. The price actually paid may be higher or lower due to a discount, shipping charges, etc. ***See also***: list price.

estray

In archives, the legal term for a record or document no longer in the possession of its original creator or legitimate custodian.

et al.

An abbreviation of the Latin phrase *et alii*, meaning "and other people" used in bibliographic citations after the first of more than three collaborators, instead of listing all the names. Also, an abbreviation of *et alibi* ("and elsewhere") and *et alia* ("and other things").

etc.

An abbreviation of the Latin phrase *et cetera* meaning "and the rest" or "and so forth," used to shorten a list. Also abbreviated *&c*.

etching

An illustration or print made from a metal or glass plate on which a design is made with a needle or other pointed tool through a layer of wax, varnish, or other resistant material (the *etching-ground*). When subjected to an acid bath, areas of the surface

exposed by the action of the needle are eaten away, becoming design elements that can be inked to produce an impression on paper in intaglio printing. Compare with engraving.

ETD

See: **e**lectronic **t**heses and **d**issertations.

Ethernet

Conceived at Xerox PARC in 1976 and developed in cooperation with Intel and DEC, Ethernet has become the industry standard for network architecture. It is the most widely installed local area network (LAN) technology in the world, connecting nodes over twisted pair, coaxial, or fiber optic cable. ***See also***: packet switching.

ethics

See: code of ethics.

et seq.

An abbreviation of the Latin phrase *et sequens* meaning "and the following one." Plural: *et seqq.* ("and those that follow").

etymology

The origins of a word, traced back as far as possible in time, usually by the methods of comparative linguistics. Some specialized language dictionaries are devoted specifically to etymology (*example*: ***Barnhart Dictionary of Etymology***). The most comprehensive is the ***Oxford English Dictionary***.

eulogy

A written or spoken composition in praise of someone or something, especially a person who is deceased (*example*: Ben Jonson's eulogy on Shakespeare). Compare with elegy.

evidential value

See: archival value.

exact size

The actual size of the binding of a book, as measured in inches or centimeters, independent of the dimensions of the leaves or any other size designation. In library cataloging, exact size is given in centimeters in the physical description area of the bibliographic record. Synonymous with *absolute size*. Compare with book size.

example

In printing and the book trade, a specific copy of a given edition, no different in any respect from other copies of the same edition.

excerpt

A lengthy verbatim selection taken from a speech or written work, usually longer than a quotation. Reprinting an excerpt without permission may be an infringement of copyright. Excerpts are sometimes published in the form of a digest (*example*: ***Book Review Digest***). Compare with extract.

exchange

An arrangement in which a library sends items it owns to another library and receives in return items owned by the other library, or sends duplicate copies to another library and receives duplicate materials in return. Also refers to any publication given or received in this manner. Compare with gift.

exclusive

An agreement in which a journal publisher agrees to make the content of one or more of its periodical titles available in online full-text from a *single* journal aggregator, as opposed to multiple aggregators, a practice that has become the subject of debate among serials librarians. Not to be confused with the term embargo.

exegesis

Scholarly explanation or interpretation of a word, phrase, sentence, or passage in a written work, based on close study and critical analysis of the text, especially to clarify an obscure point in the *Bible* or some other sacred work. ***See also***: scholium.

exemplar

In medieval book production, an officially approved copy of a scholastic text, made by hand by a stationer on the authority of a university. Prior to the invention of the printing press, university students used such copies as textbooks in their studies. In a more general sense, someone or something that serves as a model, type, specimen, instance, or example of a quality, category, or group.

exemplum

A story or anecdote told to illustrate a moral point, especially in the context of a sermon given by a medieval preacher. An exemplum differs from a parable in having the moral stated at the beginning, rather than at the end. It is also presumed to be based on actual events. Plural: *exempla*.

exhaustive

A search of an index, catalog, bibliographic database, or library collection with the aim of identifying *all* the records or items relevant to the topic. An exhaustive literature search, using all the finding tools at the scholar's disposal, is one of the first steps in a major research project.

exhaustivity

In cataloging and indexing, a measure of the level of detail in which the content of a document is described in subject analysis, expressed as the average number of terms extracted from the title and text, or the average number of subject headings or descriptors selected from an authorized list, assigned in the bibliographic record representing the item, to facilitate retrieval by subject.

exhibit

A physical object placed on display in a museum, gallery, or other public place, usually because of its historical, cultural, or scientific importance, or its aesthetic qualities, extraordinary characteristics, or monetary value. Libraries typically exhibit rare and valuable books, manuscripts, personal papers, and memorabilia associated

with authorship, publishing, book history, and reading. Exhibits may be permanent or rotated periodically, depending on the availability of materials suitable for display and the policy of the library. Also refers to the event during which such objects are displayed. Click here to connect to a list of online exhibits sponsored by the Library of Congress. Synonymous with *exhibition*. ***See also***: display case and exhibit catalog.

Also, a booth or table at which a book publisher, jobber, or dealer, or a library vendor or supplier, displays its products and services at a conference to attract prospective customers. Companies and organizations that lease exhibit space are called *exhibitors*. ***See also***: display copy and Exhibits Round Table.

exhibit case
See: display case.

exhibit catalog
An art book in hard or softcover, containing reproductions of the works of art displayed in an exhibition or series of exhibitions held at a museum or gallery. The illustrations are usually numbered and may be arranged in the order in which the items are exhibited, with or without prices. Accompanying text may be minimal. Exhibit catalogs are often issued by museum publishers. Synonymous with *exhibition catalog*.

Exhibits Round Table (ERT)
A permanent round table of the American Library Association, **ERT** provides a venue for cooperation between the Association and exhibitors, with the aim of making exhibits an effective part of state, regional, and national library conferences. Click here to connect to the **ERT** homepage.

exit
A door or set of doors through which patrons are permitted to leave a library facility under normal conditions, usually located near the circulation desk and equipped with a security alarm to detect unauthorized removal of library materials. In the United States, special *emergency exit*s are required by law in libraries open to the public.

Also, to end a session using a computer application by closing the program. The procedure for ending a session on the computer itself is called logging off.

exit interview
An interview conducted by a personnel director, or some other person designated by management, at the time an employee leaves employment (voluntarily or involuntarily), usually to determine the reason(s) for leaving, in particular whether separation is the result of grievances that might have been resolved or prevented. For retirees, the interview also provides a final opportunity to discuss with the employer matters concerning pension, health insurance, etc.

ex-library copy
A copy of a book or other item once owned by a library and subsequently acquired by a dealer in used books, usually identified by an ownership mark, library binding, or spine label. An ex-library copy may also show signs of heavy use. Condition may

reduce its value to collectors. If not stamped "discard," the volume may still belong to the library. Abbreviated *ex-lib* or *x-lib*.

ex libris
A Latin phrase meaning, "From the books of..." printed on a bookplate followed by a blank space for the owner's name. Abbreviated *ex lib.*

exotics
In the printing trade, a general term for non-Latin alphabets (Arabic, Chinese, Cyrillic, Hebrew, Japanese, etc.).

expanded
A typeface wider in proportion to its height than the normal version of the same style. The opposite of condensed. Synonymous with *extended*.

expanded edition
A previously published work enlarged by the addition of a significant amount of new material, sometimes in the form of at least one supplement or appendix, with little or no revision of the existing text. Compare with revised edition.

expansion
Enlargement of the space available in an existing library facility. The amount of floor space in a library is usually increased by moving non-library functions such as a computer lab or offices to other facilities, or by adding a new wing or floor to the existing structure. Some libraries are designed with a knock-out wall and sited on property large enough to accommodate future expansion. In libraries critically short of space, a new addition may dwarf the original structure. Major library expansions are reported annually in *Library Journal* and in the ***Bowker Annual Library and Book Trade Almanac***. Compare with renovation and new construction.

Also refers to the development of an existing class or subdivision in the schedules or tables of the Dewey Decimal Classification, usually to accommodate advances in the literature on the subject which require more specific notation.

expert system (ES)
A computer application or system based on artificial intelligence, designed to replicate the ability of a human expert to solve a problem or perform a specific task or sequence of tasks, for example, financial analysis and forecasting. Expert systems require a knowledge base, a facts base, and a rules base. In the plural, the term refers to the science of creating such systems.

expert user
A person with sufficient knowledge and experience to be able to use a library or computer system effectively and efficiently, with only occasional assistance. The opposite of novice.

expiration date
The date on which delivery of a periodical subscription ceases if payment is not received from the subscriber in response to a final renewal notice. Also, the date after

which a library is no longer eligible to receive a prepublication price, special discount, or other promotional incentive for ordering an item. Also, the date after which a library card, password, membership, software license, document, etc., is no longer valid. Synonymous with *expiry date*.

explanatory reference

A cross-reference provided in a library catalog or index when more information is required than is normally given in a *see* or *see also* reference.

For example:

Klama, John
The joint pseudonym of John Durant, Peter Klopfer, and Susan Oyama.
For separate works entered under each name see
Durant, John
Klopfer, Peter
Oyama, Susan

explication

A form of critical analysis requiring close examination of the language, style, symbolism, and structure of a literary text, intended to provide a clear and detailed exposition of its meaning and significance. Examples can be found in the literary quarterly ***The Explicator***.

explicit

An abbreviation of the Latin phrase *Explicitus est liber* meaning "it is unrolled to the end" originally used to signify the end of a text written on a continuous papyrus or parchment scroll or volumen. The expression continued to be used in codex manuscripts and early printed books to indicate the end of the work or the conclusion of one of its major divisions. The explicit sometimes included the author's name and title of work, but more often the place and date of publication, and name of printer. Compare with incipit. ***See also***: colophon and finis.

export

To send data in digital format from one application or computer system to another, usually by means of a specific command, for example, bibliographic records retrieved from an online catalog or database to an e-mail address or storage medium (usually floppy disk). The export process may require the conversion of data into a format compatible with the receiving application or system. Most applications have the capacity to convert a variety of popular formats. The opposite of import.

export edition

An edition of a publication prepared by the publisher specifically for distribution and sale in another country (or countries). Compare with co-edition.

expression

As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), the form in which a creative work is realized, for example, a single variant of the text of a

literary work (Shakespeare's ***Hamlet***), or a composer's score or a specific performance of a musical work (original Broadway production of ***West Side Story***). Any alteration of the intellectual or artistic content of a work (abridgment, adaptation, revision, translation, etc.) produces a new expression. The term is abstract in the sense of excluding aspects of physical form not essential to the intellectual/artistic content, such as the typeface, type size, and page layout used in printing the words and sentences of a written work. Compare with manifestation.

expressive notation

In some classification systems, the structure of the letters, numerals, and/or symbols used to indicate the classes is designed to show the hierarchical position or facets of each class and subclass. For example, in Dewey Decimal Classification, the successive subdivisions of a class are indicated by arabic numerals and decimal fractions. In the DDC notation **782.42**, assigned to the book titled *Broadway Love Songs*, **700** indicates that the work is about a topic in *the arts*, **780** that it concerns *music*, **782** *vocal music*, and the decimal fraction **.42** *songs*.

expurgated

A text or edition from which portions have been deleted ("purged") usually to satisfy moral or political objections, an alternative to banning the work completely from publication or distribution. The opposite of unexpurgated. ***See also***: bowdlerize and censorship.

extended

See: expanded.

extended binding

A binding in which the front and back covers extend beyond the trimmed edges of the leaves it encloses. Compare with flush binding. ***See also***: squares.

extended cover

See: extended binding.

extended offer

In publishing, an introductory offer or prepublication price continued beyond the originally announced expiration date, usually in response to strong demand. Sometimes a publisher reissues an entire sale catalog with an extended expiration date.

Extensible Markup Language (XML)

A subset of the SGML language in which tags, similar to those used in HTML, define the kind of information contained in a data element (*i.e.*, product number, price, etc.), rather than how it is displayed. "Extensible" means that in **XML** tags are not limited and predefined as they are in HTML, but must be created and defined by the person producing the Web page. **XML** can be used with HTML in the same Web document. The most elaborate **XML** vocabularies are those developed to support business-to-business transactions.

extension

A three- or four-character code added to a filename following a period (full stop) to indicate file type, for example, **.txt** to indicate a file in plain ASCII text, **.doc** for a document file created in MS-Word, or **.html** for a file in HTML script. For a more complete list of extensions, see *Every File Format in the World* from **whatis?com**.

extent

A publishing term for the length of a book or other printed publication expressed as the total number of pages. Type size and width of margins can be manipulated by the typographer to make a work appear longer or shorter than it actually is. In library cataloging, number of pages is given in the physical description area of the bibliographic record. In a more general sense, the length of any bibliographic item, print or nonprint. ***See also***: extent of item.

extent of item

The first element in the physical description area (MARC field 300) of a bibliographic record, giving in arabic numerals the number of physical units of which the item is comprised, the specific material designation, and any other details of extent, such as playing time in the case of sound recordings, motion pictures, videorecordings, and DVDs.

external decoder

An electronic device that connects one or more barcode scanners by cable to a computer or computer system, and translates input from the scanner into digital signals that can be processed by the computer. Some barcode scanners come with a built-in decoder.

extract

One or more lengthy quotations from a book or other work, set within the main text of another work, usually indented and sometimes printed in distinguishing type. When printed in the same type size as the text and without indention, an extract is enclosed in quotation marks, and preceded and followed by a blank line. In a more general sense, any piece taken from one work and used in another, sometimes to represent the whole, as in a scene from a motion picture used in a trailer. Compare with excerpt.

extract type

In printing, notes and lengthy quotations or extracts are distinguished from the body of the text by setting them in a smaller size of the same typeface. Compare with text type. ***See also***: display type.

extra-illustrated

A volume into which additional illustration and sometimes printed matter has been inserted, not part of the publication as issued. Synonymous with *privately illustrated*. ***See also***: grangerized.

extranet

A private computer network designed to serve the employees of a company or

members of an organization (as in an intranet), and also to provide various levels of accessibility to selected persons *outside* the organization (business partners, customers, clients, etc.), but not the general public. When transmission occurs over public telecommunication channels (the Internet), the system is passworded to exclude unauthorized users. Services may be fee-based or offered at no charge.

extrapolation

The addition of one or more new subjects at the end of an array in a classification system, based on a shared characteristic or characteristics. Compare with interpolation.

e-zine

See: electronic magazine.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

F

fable

A fictitious story which uses animal characters to express or teach a moral lesson (example: ***Animal Farm*** by George Orwell). Compare with bestiary. ***See also***: allegory and parable.

fabliau

In medieval literature written in old French, a humorous metrical story told in eight-syllable lines that relates incidents of ordinary life in a realistic style, and at the same time conveys a moral message. *Fabliaux* often satirize the faults of clergymen or other prominent persons, or the foibles of ordinary people. They can be broadly humorous, as in some of Chaucer's ***Canterbury Tales***.

face

In publishing, the outside of the front cover of a book. In printing, the raised surface of a unit of metal type, from which the impression of a single character is taken in printing. Also used as an abbreviation of typeface.

Also refers to the unbroken front of a single-sided bookcase or shelving unit, or one side of a double-sided bookcase or shelving unit, or range of double-sided units.

face out

Placement of a book or periodical on end with the front cover forward, usually to attract browsers to a library display or exhibit, or to encourage sales in a retail outlet. In some libraries, current issues of periodicals are displayed on sloping shelves designed to allow the front covers to face forward. Compare with spine-out.

facet

The entire set of subclasses generated when a class representing a subject in a classification system is divided according to a single characteristic. The number of subclasses depends on the specific characteristic applied. In his *Colon Classification*, S. R. Ranganathan identified five categories of facet recognizable in any class: personality, matter, energy, space, and time. In a more general sense, any one of several distinct aspects of a subject.

facet analysis

Examination of the various aspects of a subject to identify the basic characteristics by which it can be divided into subclasses, the first step in developing a faceted classification system.

faceted classification

A classification system developed through analysis of the fundamental characteristics of subjects, by which they can be divided into subclasses. S. R. Ranganathan identified five basic characteristics in his *Colon Classification*: personality, matter, energy, space, and time.

faceted initial

An initial letter in an illuminated manuscript, drawn to appear as if cut like a gemstone into a number of flat geometric surfaces.

faceted notation

A notation in which the facets of a classification system are indicated by symbols, for example, the colon in S. R. Ranganathan's *Colon Classification*.

facetiae

See: jestbook.

face up

In printing, the position of a full-page illustration printed on the recto of a leaf so that it appears on the right-hand side of the opening in a book or other publication. Compare with double spread.

facilitator

A person who makes it easier for others to do their work and accomplish their goals. Ideally, a library director should facilitate the work of staff under his or her supervision. Also refers to a person with exceptional communication skills, selected to lead the discussion at a conference or workshop.

facsimile

A reproduction or copy intended to simulate as closely as possible the physical appearance of a previous work. A facsimile of a handwritten or printed document is an exact replica of the original text, without reduction or enlargement. A *facsimile edition* duplicates as closely as possible the appearance and content of the original edition. Abbreviated *facsim*. ***See also***: facsimile binding and facsimile catalog.

facsimile binding

A binding intended to duplicate as closely as possible the binding on a previously

published edition of the same work, or an earlier style of binding typical of the period in which the work was first published.

facsimile catalog

A catalog that includes in each entry a small reproduction of the picture, slide, map, or other item it represents, usually affixed to or printed on cards larger than standard size, or on sheets of heavy paper filed in a loose-leaf or other type of binder.

facsimile edition

See: facsimile.

facsimile reprint

See: type facsimile.

facsimile transmission (FAX)

The transfer, over telephone lines, of text and/or images printed or handwritten on a sheet of paper, producing output that is an exact reproduction of the original. The method requires a *FAX machine* at the each location (sending and receiving), consisting of a scanner, printer, and modem with a dedicated line and FAX number. Transmission speed depends on the standard of the sending machine, with Group 3 (9600 bits per second) the most common.

factotum

A printer's ornament in wood or metal, designed with a space in the center, into which a unit of type bearing any letter of the alphabet can be inserted to print a large capital letter at the beginning of a chapter. In early printing, *factotum initials* were usually decorated.

faculty status

Official recognition by a college or university that the librarians in its employ are considered members of the faculty, with ranks, titles, rights, and benefits equivalent to those of teaching faculty, including tenure, promotion, and the right to participate in governance. Compare with academic status.

FAFLRT

See: **F**ederal and **A**rmed **F**orces **L**ibraries **R**ound **T**able.

fair copy

In publishing, the final version of the manuscript or typescript of an original work, containing few mistakes and no corrections, having been carefully prepared from the final draft by the author, or by a copy editor, for the use of the printer. Synonymous with *clean copy*.

fair use

Conditions under which copying a work, or a portion of it, does *not* constitute infringement of copyright, including copying for purposes of criticism, comment, news reporting, teaching, scholarship, and research. Click here for more information about ***Copyright & Fair Use***, provided by the Stanford University Libraries.

U.S. Copyright Act: Fair Use

Title 17. Chapter 1. Section 107. *Limitations on exclusive rights: Fair use*

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is fair use the factors to be considered shall include:

> *(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;*
> *(2) the nature of the copyrighted work;*
> *(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and*
> *(4) the effect of the use upon the potential market for or value of the copyrighted work.*

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

fairy tale

A fanciful story, written for or told to children, usually containing at least one supernatural element (magic, dragons, elves, ghosts, hobgoblins, witches, etc.) affecting adults and children, animals, and/or inanimate objects. Most fairy tales are based on the traditional folklore of a specific culture. Some are didactic (*example*: ***The Three Little Pigs***). Often published in illustrated collections, fairy tales are usually shelved in the children's room of a public library or in the curriculum room of an academic library. Compare with folktale.

false bands

See: raised bands.

false date

A date such as a birth or death date or publication date given incorrectly, whether intentionally or inadvertently. In library cataloging, the correct date is interpolated in square brackets following the incorrect date in the bibliographic record (*example*: **1950 [1952]**) .

false drop

In information retrieval, a bibliographic record retrieved in a keywords search, which is unrelated to the subject of the search, usually because it meets the syntactic requirements of the query, but not its semantic requirements. False drops generally occur when meaning is contingent on the order of search terms (library + school retrieves "library school" and "school library") or when a term used in a search statement has more than one meaning. For example, a search on the keyword "aids" will retrieve records for items about HIV infection, and also items about *hearing aids*,

teaching aids, *band-aids*, etc. To avoid this problem, a qualifier such as "disease" must be added to the search statement to make retrieval more precise. Synonymous with *false combination*. ***See also***: semantic factoring.

false imprint

See: fictitious imprint.

family

See: type family.

family name

See: surname.

fan

A book bound at only one point, usually one of the four corners.

fancy type

In printing, a general term for decorative type in any size, used mainly for display purposes (ornamental book titles, chapter headings, etc.).

fantasy

A highly imaginative novel, short story, poem, etc., in which the action occurs in an unreal and nonexistant time and/or place outside the realm of possibility. Examples include ***Alice's Adventures in Wonderland*** and ***Through the Looking Glass*** by Lewis Carroll and ***The Hobbit*** and ***The Lord of the Rings*** by J. R. R. Tolkien. Also refers to genre fiction in which the writer's imagination is not constrained by the limitations of conventional reality. ***See also***: science fiction and utopian literature.

FAQ

Frequently **A**sked **Q**uestions, a text file available online or in print, containing answers to commonly asked questions about a specific topic, that serves as a mini-help file for inexperienced users of a computer system or software program. Usually maintained by one or more persons who have an active interest in the subject.

farce

A light, boisterous form of comedy in which the characters are exaggerated stereotypes, the action improbable to the point of being ludicrous, and the verbal and visual humor lacking in subtlety (*example*: ***Charley's Aunt*** by Brandon Thomas). Farce bears the same relationship to "high" comedy as melodrama to tragedy.

farrago

In literature, an unorganized mixture ("hodgepodge") of humorous prose and light verse. Also used in the context of vaudeville and musical theater to indicate a disjointed medley of tunes, dramatic skits, and comedy routines.

fascicle

For convenience in publishing or printing, a book or other item is sometimes issued in numbered or unnumbered installments, each of which is incomplete and does not necessarily coincide with any formal division of the work. Usually issued in paper

wrappers, fascicles may eventually be bound together in correct sequence to form a complete volume or uniform set of volumes (*example*: ***Middle English Dictionary*** published by the University of Michigan Press). They differ from parts in being temporary rather than permanent. Abbreviated *fasc.* Synonymous with *fascicule* and *fasciculus*.

fascicule
See: fascicle.

fat face
A novelty typeface in which the degree of contrast between the thick and thin strokes of each character is highly exaggerated.

fat matter
A printer's term for copy that does not take long to set because it contains a high proportion of white space, for example, extended passages of dialogue in a work of fiction. The opposite of lean matter.

FAX
See: facsimile transmission.

FAXON
A commercial company that provides periodical subscription management services to libraries and information centers. Click here to connect to the **FAXON** homepage.
See also: subscription agency.

FDLP
See: **F**ederal **D**epository **L**ibrary **P**rogram.

feasibility study
A preliminary investigation and report on a proposed policy, project, or plan to ascertain if it can be successfully carried out, for example, to determine if a library building can be constructed on a particular site.

feature
A comparatively long article in a magazine or newspaper, given special emphasis by the editor(s) or publisher, as opposed to a short article, regular column, or editorial. In magazines, the article illustrated on the front cover is called the cover story. Other feature stories in the same issue may also be noted on the front cover, usually by subject.

feature film
A motion picture in which the dialogue and characters are largely fictional, although the plot may be derived from a true story. Feature films vary in length, but most are at least 90 minutes long. Libraries that circulate feature films usually make them available on videocassette or DVD. Compare with documentary and short film. ***See also***: director, performer, and credit.

Federal and Armed Forces Libraries Round Table (FAFLRT)

A round table of the American Library Association, **FAFLRT** is dedicated to promoting library and information services and the LIS profession within the U.S. federal government/military community, to encouraging appropriate utilization of federal and military library and information facilities and resources, and to stimulating research and development related to the planning, development, and operation of federal and military libraries. **FAFLRT** publishes the quarterly journal *Federal and Armed Forces Libraries*. Click here to connect to the **FAFLRT** homepage.

Federal Depository Library Program (FDLP)

Established by Congress as part of the Printing Act of 1895 to assure that the American public has access to federal government information, **FDLP** provides copies of federal government documents without charge to designated depository libraries in the United States (and its territories) which provide unrestricted access and professional assistance at no charge to the user. There are currently about 1,350 depository libraries, some receiving less than the full complement of available publications. The **FDLP** also funds free online public access to government information via *GPO Access*. The Public Printer and Superintendent of Documents are advised on policy matters concerning the **FDLP** by the Depository Library Council (DLC) established in 1972. Click here to connect to the **FDLP** homepage.

federal library

A library owned and operated by the federal government of the United States, usually containing a collection of government documents pertaining to the field(s) it is mandated to cover. The largest are the Library of Congress, the National Library of Medicine, the National Library of Education, and the National Agricultural Library. The Federal Library and Information Center Committee (FLICC) of the Library of Congress has provided the FEDLINK guide to federal libraries since 1965. Federal librarians are organized in the Federal and Armed Forces Libraries Round Table (FAFLRT) of the American Library Association.

Federal Library and Information Center Committee (FLICC)

Created in 1965 as the Federal Library Committee, **FLICC** is composed of the directors of the four national libraries (Library of Congress, National Library of Medicine, National Library of Education, and National Agriculture Library) and representatives of cabinet-level executive departments and federal agencies with major library programs, chaired by the Librarian of Congress.

The mission of **FLICC** is to enhance utilization of federal library and information center resources and facilities through professional development, publicity, and coordination. **FLICC** is also responsible for recommending policies, programs, and procedures to federal agencies concerning libraries and information resources, and for providing guidance and direction for the Federal Library and Information Network (FEDLINK), the purchasing, training, and resource sharing consortium of federal libraries and information centers. Click here to learn more about the **FLICC** and **FEDLINK**.

FEDLINK

See: Federal Library and Information Center Committee (FLICC).

fee

A sum of money paid for a service. The amount may be fixed, depending on type of service, or variable depending on the amount of time required to perform the service. In some libraries, document delivery service is a fee-based. Fees may also charged for the use of items in rental collections, but for the most part libraries in the United States are committed to offering basic services at no charge to their clientele. Persons who live outside a public library's service area, or who are not faculty or students entitled to use the resources and services of an academic library, may be charged a fee for limited borrowing privileges. ***See also***: copyright fee.

fee-based service

An information service provided by a library or information broker in exchange for monetary payment. In most academic and public libraries in the United States, fee-based services are limited to document delivery and rental collections, provided on a cost-recovery basis.

feedback

In computing, output put back into the same system as input to achieve a degree of self-regulation. In library operations, the views (solicited or unsolicited) of the users of a resource or service concerning its quality and/or usefulness, whether positive or negative. Libraries rely on user surveys and the suggestion box to obtain feedback from patrons.

feint

Parallel horizontal lines drawn lightly with a ruler or printed in light-colored ink across a sheet or page, as in an account book to keep entries separate, or in a medieval manuscript to guide the hand of the scribe.

feltboard

See: flannel board.

Feminist Task Force (FTF)

Founded in 1970 as a task force of the Social Responsibilities Round Table of the American Libraries Association, **FTF** focuses on women's issues, including sexism in libraries and librarianship. **FTF** hosts an electronic mailing list and publishes the quarterly newsletter *Women in Libraries*. Click here to connect to the **FTF** homepage.

ferrotype

See: tintype.

Festschrift

From the German words *Fest* ("festival") and *Schrift* ("writing"). A memorial publication, usually in the form of a collection of essays or speeches by distinguished persons, issued in honor of a scholarly person or society, sometimes on the occasion of an anniversary, birthday, or retirement celebration. The subject or theme encompassing the collected works is usually related to the field in which the person

(or organization) achieved distinction. The contributors are often friends, colleagues, and former students of the person (or entity) honored. Plural: *Festschriften*.

FIAF

See: International Federation of Film Archives.

fiberboard

A very rigid form of paperboard made from heavily pressed sheets of pulped vegetable fiber, laminated together.

fiber content

A statement of the various kinds of fiber present in a material manufactured from fiber (paper, board, cloth, thread), usually expressed in percentages to indicate relative proportions, important information because type of fiber affects the properties of a product, for example, its color, chemical stability, strength, and durability. Synonymous with *fiber composition*. ***See also***: pulp.

fiber optics

The high-speed transmission of data encoded in pulses of laser light via cable constructed of optical fiber, a technology that revolutionized the telecommunication industry in the late 20th century, making it possible to interconnect computers large and small in a worldwide network.

fiche

See: microfiche.

fiction

From the Latin *fictio* meaning to "make" or "counterfeit." Literary works in prose, portraying characters and events created in the imagination of the writer, intended to entertain and vicariously expand the reader's experience of life. In historical fiction, characters and events usually bear some relationship to what actually happened, but any dialogue is reconstructed or imagined by the author. All fiction is fictitious in the sense of being invented, but good fiction remains "true to life." In the Western tradition, the traditional forms of literary fiction include the novel, novelette, and short story. Compare with nonfiction. ***See also***: genre, popular fiction, and pulp fiction.

In libraries that use Library of Congress Classification, fiction is shelved in the P's, the section for language and literature, subdivided by language. To locate a specific work of fiction in the stacks, the patron must first look up the LC call number in the catalog. In libraries that use Dewey Decimal Classification, long fiction is shelved separately from nonfiction, alphabetically by last name of author, to facilitate browsing. In some public libraries, genre fiction is shelved separately from general fiction, usually by category (mystery, science fiction, etc.), sometimes indicated by a graphic label on the spine.

fictitious imprint

An imprint that has no real existence, usually invented to evade legal or other restrictions, avoid charges of copyright piracy, or conceal the identity of the author. In

library cataloging, the real imprint, when known, is given following the fictitious one as an interpolation inside square brackets [] in the bibliographic description. Synonymous with *false imprint*.

field

In library cataloging, a relative location of fixed or variable length in a machine-readable record, reserved for a specific data element or group of elements that constitute a single logical category of bibliographic description, for example, the area of physical description reserved for information about the physical characteristics of an item. In the MARC record, each field is indicated by a three-digit tag, but in the catalog display, textual field labels are provided to assist users in identifying the various categories of description.

Repeatable fields (R) may appear more than once in the same record, for example, there is no restriction on the number of topical subject headings (MARC field 650) that may be assigned to a work. Nonrepeatable (NR) fields can be used only once and may be mutually exclusive, for example, the personal name main entry (field 100) and uniform title main entry (field 130). Fields for areas of description containing more than one data element are divided into subfields. Only about ten percent of available MARC fields are used in most bibliographic records. The other ninety percent are used infrequently. ***See also***: directory, leader, variable control field, and variable data field.

In a more general sense, a logical unit of data which, together with other units, comprises a record in a database or other system of recordkeeping, for example, the name, address, or phone number field of each patron record in a library's patron database.

In research, a subject or group of related subjects studied in depth, for example, "anthropometry" in the subdiscipline "physical anthropology" within the discipline of anthropology.

field guide

A handbook designed to help readers identify and learn about the flora and/or fauna of a specific geographic area, often published as part of a series. The content of a field guide is usually arranged according to biological classification, with each entry describing a single species (or group of closely related species). Entries typically include the Latin species name, descriptive text, at least one illustration to facilitate identification, and one or more maps showing geographic distribution. Field guides are shelved in the reference section or the circulating collection, depending on local library policy.

field label

An abbreviation or descriptive word or phrase appearing in the record display in an online catalog or bibliographic database, usually in italics or distinguished typographically in some other way, aligned with the left-hand margin to indicate the category of data that follows, for example, *Source* used in periodical databases to indicate the journal title, volume number, publication date, and page numbers of the

article indexed. In the MARC record, a numeric tag is used instead of a textual label to indicate a specific field of the record.

fieldwork

The gathering of information or scientific data about a subject through observation, interviewing, and other methods of direct investigation, usually conducted in a location closely associated with the topic, as opposed to researching the subject in books and other publications, conducting experiments in a laboratory setting, administering mail surveys, etc.

In archives, the process of locating, identifying, and securing materials for an archival collection, including any negotiations required to acquire custody if the materials have monetary value. Also spelled *field work*.

figure

Illustrative matter printed *with* the text, rather than separately in the form of plates. Figures are usually fairly simple line drawings, numbered consecutively in arabic numerals in order of appearance to facilitate reference. Figures not individually captioned may be listed with captions on a separate page, usually in the front matter of a book. Abbreviated *fig*. Also, synonymous in printing with *numeral*.

figure initial

An initial letter in an illuminated manuscript, elaborately decorated with colorful images of animals, humans, or imaginary beings. Compare with historiated initial and inhabited initial. ***See also***: foliate initial.

figure of speech

A form of expression employed mainly in rhetoric and literary writing, in which words or entire sentences are used in a way that deviates from conventional order or literal meaning, to achieve an unusual or unexpected poetic or aesthetic effect. ***See also***: metaphor.

file

A collection of documents, usually related in some way, stored together and arranged in a systematic order. In computing, a collection of structured data elements stored as a single entity, or a collection of records related by source and/or purpose, stored on a magnetic medium (floppy disk, hard disk, Zip disk, etc.). File type, indicated by an extension on the end of the filename, depends on the code in which the data is written (*example*: **.html** for HTML script).

In manual data systems, the contents of a manila file folder or other physical container used to organize documents, usually of a size and shape designed to fit inside the drawer of a standard-size filing cabinet or other storage space. Also refers to a collection of information about a specific subject or person, for example, a *personnel file* kept by an employer.

file copy

A copy of a document, report, periodical article, etc., kept on file, usually with related items, for reference or future use.

filename

A brief name assigned by a programmer or computer user to a data file to identify it for future retrieval. Filenames usually provide a clue to the content of the file (*example*: **resume.txt** or **home.html**). The three- or four-letter extension added to the end of a filename indicates file type (*example*: **.txt** for a file in ASCII or **.html** for a file in Hypertext Markup Language). Also spelled *file name*.

file name

See: filename.

file server

See: server.

file type

In electronic data processing, the type of code in which a data file is written, indicated by a three- or four-letter extension at the end of the filename (*example*: **dictionary.html** for a file in HTML script). Synonymous with *file format*. Common file types and their extensions:

File Type	***Extension***
Plain ASCII text	**.txt**
Document in Hypertext Markup Language	**.htm** or **.html**
Document in Standard Generalized Markup Language	**.sgml**
Document in Extensible Markup Language	**.xml**
GIF image	**.gif**
JPEG image	**.jpg** or **.jpeg**
TIFF image	**.tif** or **.tiff**
Bitmap	**.bmp**
PostScript file	**.ps**
AIFF sound file	**.aif** or **.aiff**
AU sound file	**.au**
WAV sound file	**.wav**
QuickTime movie	**.mov**
MPEG movie	**.mpg** or **.mpeg**

For a more complete list of file formats, see *Every File Format in the World* from **Whatis.com**.

filigree

An elegant style of decoration used in manuscripts and fine printing, in which an initial letter or border is edged with a delicate tracery of curved lines resembling lacework.

filigree letter

An initial letter in a manuscript or printed book, given a decorative outline or

background of delicately interlaced lines resembling lacework.

filing rule

A guide established to determinine how a specific type of decision is to be made concerning the order in which entries are filed in a library catalog. Published in 1942, the first edition of the *A.L.A. Rules for Filing Catalog Cards* was revised in 1967 to correlate with *Anglo-American Cataloging Rules*. New *ALA Filing Rules* published in 1980 apply to all bibliographic display formats (print, microform, digital, etc.). Under the current guidelines, filing is character-by-character to the end of each word, and word-by-word to the end of each filing element. Numerals precede letters and letters of the English alphabet precede those of nonroman alphabets.

filing title

See: uniform title.

filing word

See: entry word.

filler

Blank unnumbered leaves added at the end of a publication to increase its bulk when bound, known in the book trade as *padding*.

fillet

In bookbinding, a fine band or line impressed on the sides and/or spine of a book cover for decorative effect. Also refers to the rolling tool used, when heated, to apply such lines. A *French fillet* consists of three unevenly-spaced lines to which gilding is added.

fill rate

In acquisitions, the percentage of materials ordered which is actually shipped by a publisher, jobber, or other vendor over a fixed period of time. ***See also***: canceled.

film

A thin strip or sheet of flexible, transparent or translucent material (usually plastic) coated with a light-sensitive emulsion which, when exposed to light, can be used to develop photographic images. The instability and flammability of the cellulose nitrate used as a film base prior to 1950 has created a preservation imperative of massive proportions. To prevent deterioration, older films must be copied onto a more permanent base such as acetate or polyester, a time-consuming and expensive process.

Also refers to commercial and educational motion pictures in widths of 8, 16, 35, or 70 millimeters, including documentaries, feature films, and short films. ***See also***: film archives, film library, filmography, filmstrip, microfilm, International Federation of Film Archives, and National Film Registry.

film archives

An organization or unit within a larger organization or institution responsible for maintaining a permanent film collection, usually of motion pictures, documentaries,

cartoons, and associated materials. Environmental control is essential in film archives to prevent deterioration of the medium. The UCLA Film & Television Archive maintains the largest university-held moving-image collection in the world. For an international list of film archives, see the directory of the International Federation of Film Archives (FIAF). ***See also***: National Film Preservation Foundation.

film clip

A short piece of motion picture footage taken from a longer work, usually for promotional use or for review purposes, to give viewers a brief impression of the whole. Compare with trailer. ***See also***: video clip.

film library

A type of special library containing a collection of 8, 16, 35, or 70 mm motion pictures, videorecordings, DVDs, and materials related to film-making and film studies, classified for ease of access and retrieval. Borrowing privileges may be restricted to registered members or subscribers required to pay a rental fee per item. ***See also***: film archives.

filmography

A list of motion pictures, usually limited to works by a specific director or performer, in a particular genre, of a specific time period or country, or on a given subject, usually listed alphabetically by title or chronologically by release date. The entries in a filmography include some or all of the following elements of description: producer, distributor, director, cast, release date, running time, language, color or black-and-white, etc. Compare with discography.

filmslip

A very short filmstrip mounted like a slide in a rigid holder, instead of stored in a short flexible roll.

filmstrip

A length of 35 mm or 16 mm black-and-white or color film consisting of a sequence of related still images, with or without text or captions, intended to be projected one at a time at slow speed using a *filmstrip projector*. Filmstrips are of variable length, usually no longer than fifty frames. Some include a signal that automatically advances the projector in synchrony with a recorded narration. Compare with filmslip.

filmstrip projector

See: filmstrip.

filter

A computer program designed to allow only selected data to pass through to the user, for example, an e-mail system that alerts the recipient to selected incoming messages, or software that blocks access to Web sites containing certain types of content, usually violent or sexually explicit material considered unsuitable for young children. In the United States, filtering has become the focus of a national debate over intellectual freedom and censorship. Click here to learn more about filters and filtering from the American Library Association. ***See also***: V-chip and *Children's*

Internet Protection Act.

filtering

In computing, the use of specially designed software to prevent the user of a specific computer, network, or system from viewing certain types of content by blocking access. Filters are used primarily to prevent children from viewing violent and/or sexually explicit material, and by employers to prevent employees from engaging in nonwork-related activities on the job. In libraries, the passage by Congress of the *Children's Internet Protection Act* has made filtering a controversial issue. Click here to learn more about filters and filtering from the American Library Association. ***See also***: intellectual freedom and censorship.

finding aid

A published or unpublished guide, inventory, index, register, calendar, list, or other system for retrieving archival primary source materials, providing more detailed description of each item than is customary in a library catalog record. Finding aids also exist in nonprint formats (ASCII, HTML, etc.). In partnership with the Society of American Archivists, the Library of Congress maintains a standard known as Encoded Archival Description (EAD) for encoding archival finding aids in Standard Generalized Markup Language (SGML). Click here to connect to a list of online finding aids for the Library of Congress collections.

finding list

A list of a library's holdings in which each item is represented by a very brief entry containing incomplete bibliographic information (usually just the author's name, the title, and its location within the library). Compare with catalog.

findings

Information or evidence uncovered as a result of systematic research or investigation. Also, the conclusions of an official inquiry or hearing on a particular topic or issue, usually presented in the form of a report which may be preserved as a legal document.

finding tool

A general term for a resource designed to be used in a library to locate sources of information, usually in a search by author, title, subject, or keywords. The category includes catalogs, bibliographies, indexes, abstracting services, bibliographic databases, etc. The corresponding term in archives is *finding aid*.

fine book

A book of exceptional quality with respect to its design, printing, illustration, and binding, often a copy of a deluxe edition. Very fine books are usually sold by antiquarian booksellers and at book auctions. Libraries preserve them in special collections. Compare with rare book.

fine copy

In the used book trade, a copy in clean, crisp condition that surpasses "good" but falls short of mint.

fine edition

See: deluxe edition.

fine-free period

See: grace period.

fine print

Information printed in very small type, usually at the end of a document or in an inconspicuous place within it, containing details of which the reader must be informed, but to which the source or publisher may not wish to call attention. Failure to read fine print can have serious consequences for the person signing a legal document. ***See also***: mouse type.

fines

To encourage borrowers to return materials promptly, most libraries charge a small amount for each day that a circulating item is kept past its due date. The amount may vary depending on the format of the material checked out. Overdue fines for items on reserve may be charged by the hour. Fines can be avoided by renewing items on or before the due date. Most automated circulation systems are programmed to block a borrower account if unpaid fines accumulate beyond a certain amount. ***See also***: grace period.

fingerprint

A unique identifier constructed according to formula, used in historical bibliography to identify copies of early printed books as belonging to a specific edition or issue. Fingerprint formulas are usually in two parts: the year in which the edition appeared plus size of book (*example*: **157504** for a quarto edition of the year 1575), followed by three groups of characters transcribed from the line of text immediately above the signature marks printed at the foot of certain pages in the front matter, main text, and back matter to assist the binder in assembling the gatherings in correct sequence. Even when a text is reprinted exactly as it appeared in a preceding edition, the signature marks added after the text is composed rarely fall in the same place, creating a variance that can be used for identification. Synonymous with *signature position*.

For more information, please see ***Fingerprints = Empreintes = Impronte*** (Paris: Institut de Recherche et d'Histoire des Textes, 1984) and the critique by Ben J. P. Salemans of the technique in the June, 1994 issue of the journal *Computers and the Humanities*.

finis

A French word printed at the end of an old book, or appearing at the end of an early motion picture, meaning "the end" or "conclusion." Compare with explicit.

finish

A general term for the texture of the surface of a grade of paper, determined by the materials and techniques used in manufacture (fiber content, sizing, calendering, coating, drying, etc.). The terms used to describe finish are descriptive: antique, cockle, eggshell, glossy, matte, stipple, etc.

In binding, to apply lettering and/or ornamentation to the cover of a book in a process known as finishing.

finishing

In hand-binding, the process of applying lettering and/or decorative elements to a book cover by tooling, inlaying, or onlaying, done by a person known as a *finisher*. Also, a general term for the final steps in the processing of type matter once it has been printed, including cutting, folding, machine binding, stamping, laminating, application of the dust jacket, etc.

firewall

A dedicated computer that functions as a security boundary, blocking traffic from one part of a network to another, usually the transmission of data from a larger network to a local area network. Firewalls are installed to restrict access to private computer network(s) and proprietary files, by screening incoming traffic and denying access to unauthorized users. They also help prevent confidential information from passing out.

firm order

In acquisitions, an order placed with a publisher, jobber, or dealer that specifies a maximum price and time limit for delivery, not to be exceeded without prior approval of the ordering library. Firm orders are placed for materials requested by the individual selectors responsible for collection development. Compare with continuation order.

First Amendment

Amendment I to the *United States Constitution*, ratified in 1791, which guarantees freedom of speech: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances." The *Freedom to Read Statement* and the *Library Bill of Rights* of the American Library Association are based on this constitutional protection.

first American edition

The first edition published in the United States of a work previously published in another country.

first appearance

A term used in the book trade to mean: 1) an author's initial appearance in print; 2) the first time a given work by an author appears in print, especially a short work (essay, poem, or short story); or 3) the first treatment of a subject to be published in book form. ***See also***: first book.

first book

In publishing, the first appearance in print of a book-length work written entirely by the author. The initial books of many well-known writers remain relatively obscure (*example*: ***Fanshawe: A Tale*** by Nathaniel Hawthorne).

first edition

All the copies of the edition of a book or other publication printed and issued at the same time, before any other printings. Subsequent printings from the same set of type are considered new impressions but are still part of the first edition. The *second edition* is printed from a new setting of type or includes significant changes in text or format. Also refers to an individual copy of a work printed from the initial setting of type. In the antiquarian book trade, first editions are usually more valuable than later editions. Synonymous with *princeps edition* and *edito princeps*. Compare with reprint and revised edition. ***See also***: all firsts.

Also refers to the first printing of a newspaper on a specific date, when two or more editions are issued each day.

first folio
The common name for the first collected edition of Shakespeare's dramatic works. Published in 1623, it is one of the most famous and valuable printed books in the world. ***See also***: Folger Library.

first impression
All the copies of a book made at the first printing, before any alterations in the text. Subsequent impressions made from the same setting of type soon after the first are numbered sequentially and may contain slight changes to correct errors detected after the first printing. Compare with first edition.

first issue
The first installment of a newly published periodical (issue number one of volume one). Also refers to the first installment received by a library in response to a new periodical subscription, not necessarily the first issue published. ***See also***: current issue and back issue.

first-line index
An index in which the opening lines of poems (songs, hymns, etc.) are listed in alphabetical order, each entry giving the title of the work and the name of the poet, usually shelved in the reference section of a library. In ***The Columbia Granger's Index to Poetry in Anthologies***, poems are indexed by first-line, last-line, and title in a single alphabetical sequence.

first name
The first of one or more given names or Christian names, as distinct from the surname identifying members of the same family. In *AACR2*, personal name headings for persons known by their initials begin with the surname, followed by a comma, then the initials, followed by the full given names (*example*: **Eliot, T. S. Thomas Stearns**).

first-of-two
The instruction in Dewey Decimal Classification that works found to be about two mutually exclusive subjects are given the class number that appears first in the schedules, whether the subjects are close in the list of classes or widely separated. ***See also***: rule of three.

first published edition

An edition issued for sale to the general public after it has been distributed to a restricted audience, for example, a motion picture released for public viewing after it has been previewed by a limited audience usually selected by the producer and director.

firsts

See: first edition.

FirstSearch (FS)

A service of OCLC that provides access to over fifty online bibliographic databases in a wide range of disciplines via a proprietary interface, on a per search or subscription basis, by licensing agreement. Some of the databases in ***FirstSearch*** include full-text. *WorldCat*, the largest union catalog in the world, is available in ***FS***. Click here to learn more about ***OCLC FirstSearch***.

fiscal value

See: archival value.

fiscal year

A period of twelve months, not necessarily coincident with the calendar year, used by a library or library system for financial accounting purposes. In the United States, most public and academic libraries that depend on public funding use a fiscal year beginning on July 1 and ending on June 30. Academic libraries at privately funded colleges and universities may use a fiscal year that coincides with the academic calendar. In federally libraries, the fiscal year may begin on October 1 and end on September 30. In special libraries, the fiscal year usually corresponds with that of the parent organization. Synonymous with *accounting year*.

fist

Printer's slang for a symbol in the form of a closed hand with the index finger extended, used to draw attention to something on a printed page, and in signage to indicate direction. Also called a *digit* or *hand*.

Five Laws of Library Science

See: Ranganathan, S. R.

fixed field

A field in the MARC record containing a fixed number of characters, for example, the 24-character leader or the 005, 007, and 009 fields, as opposed to a field of variable length. Because the function of each character in a fixed field is defined by its relative position, subfield codes are not required to distinguish data elements. Cataloging software usually provides prompts or windows to assist catalogers in entering data in fixed fields.

fixed length data elements

Field **008** of the MARC record, containing 40 characters used to encode information that allows records meeting certain criteria to be identified and retrieved, for example,

materials in large print format, published in a specific language or country, or intended for a juvenile audience.

fixed location

A specific physical location to which an item in a library collection is permanently assigned, for example, a dictionary stand on which a large dictionary is displayed or an atlas case in which several large atlases are stored for ease of access. In medieval libraries, manuscript books were sometimes chained to a shelf, table, or carrel to prevent removal. In most modern libraries, items have a *relative location* determined by the classification notation assigned in cataloging, their actual physical position on the shelf changing as other items are acquired or withdrawn, or when the collection is shifted. Synonymous with *absolute location*).

fixed shelving

Shelving in which each shelf is permanently attached to the uprights in a range, or to the vertical side of a bookcase, as opposed to *adjustable shelving* in which the shelves are detachable and can easily be moved up or down to accommodate materials of variable height.

flag

The title of a newspaper exactly as printed across the top of the front page, including any design elements on either side, called ears. Synonymous with *nameplate*. ***See also***: masthead.

Also refers to a long, narrow strip cut with the grain from a sheet of stiff paper or thin pasteboard, inserted in a book or other item to alert library staff to the existence of special characteristics, status, or instructions, usually in technical processing or shelving. The strips may be color-coded to communicate specific information to the person doing the processing or shelving. Acid-free paper or board should be used for this purpose.

In data processing, a special character used to mark the occurrence of a condition specified in advance.

flame

To communicate via e-mail in an angry, sarcastic, or critical tone. A protracted dispute in a newsgroup or mailing list discussion is known as a *flame war*. Such disputes are usually mediated or terminated by the other participants or by the moderator. ***See also***: netiquette and shouting.

flannel board

A large square or rectangular board covered in felt, used in storytelling and instruction to display letters, symbols, and shapes cut from fabric or some other textured material that sticks to the felt surface when the board is held in an upright position. Synonymous with *feltboard* and *cloth board*.

flap

One of the two ends of the paper dust jacket wrapped around the cover of a book bound in hardcover. The list price and the publisher's promotional blurb are usually

printed on the front flap. The back flap provides brief biographical information about the author and/or illustrator, usually with a small portrait photograph of each person.

flash card

A small stiff, opaque card bearing a letter, word, phrase, numeral, symbol, picture, or combination of characters and images, for rapid display in mnemonic drill and recognition training, usually part of a set. Flash cards are also used in presentations to provide visual cues to the audience. Libraries that include flash cards in their collections usually make them available in the curriculum room or children's room.

flat back

A type of binding in which the back of a book is not rounded or backed after gluing, leaving the front and back covers to meet the spine at a right angle. Synonymous with *square back*. ***See also***: hollow back and tight back.

flat panel

A computer peripheral device in the form of a thin, flat screen that uses LCD or plasma technology, rather than a cathode ray tube, to display output. In laptops, the flat panel folds down to cover the keyboard.

flat shelving

Storing books stacked flat on the shelf, one on top of another with the lower edges (tails) facing outward, used mainly for large sets and series such as law books. The volume number may be written large on the lower edge to facilitate retrieval. This method of shelving can increase shelf capacity by as much as 28%, but it makes browsing more difficult because the spines are not visible. ***See also***: double shelving, fore-edge shelving, and shelving by size.

fleuron

See: printer's flower.

flex-cover

See: flexible binding.

flexible binding

A cloth or leather covered book bound in a material that bends easily, rather than the rigid boards used in most hardcover editions. Synonymous with *flex-cover*. Compare with limp binding and softcover. ***See also***: Bible style.

flextime

Time worked in excess of the maximum number of hours per day, week, or month specified under the terms governing employment, for which the employee is granted time off at a later date. Synonymous with *comp time*. Compare with overtime.

FLICC

See: Federal Library and Information Center Committee.

flicker book

A type of toy book published during the 19th century, containing a sequence of

closely-related cartoon-style illustrations designed to give the impression of animation when the pages are fanned from cover to cover, similar to the visual effect created by the rapid projection of frames in a motion picture.

flier

An inexpensive, widely distributed handbill or circular of small size (usually 8 1/2 x 11 inches), used flat or folded for advertising and announcements. Also spelled *flyer*. Synonymous in the U.K. with *leaflet*. ***See also***: ephemera.

flip chart

A large-sized pad of paper designed to be mounted on an easel, to display information in graphic or tabular format during a presentation. As the session proceeds, pages can either be torn off or turned over the top. Unlike slide projection or presentation software, a flip chart allows the presenter to manipulate information content manually as it is presented, sometimes in response to feedback from the audience. Transparencies are visible to a larger audience but require overhead projection equipment. Also spelled *flipchart*.

floor plan

A drawing of the layout of a library building, showing the location of collections, services, and facilities on each floor, helpful to first-time users, sometimes displayed on the library's Web site with links to descriptive text.

floppy

See: floppy disk.

floppy disk

A 3 1/2-inch external metallic disk encased in a rigid plastic envelope, designed for use in a personal computer as a portable storage medium for data in digital format. The most commonly used sizes are 720K (double-density) and 1.44MB (high-density). Before 1987, most PCs used flexible 5 1/4-inch *floppies*. To conserve paper, library users are encouraged to save the results of a search of an online catalog or bibliographic database to floppy disk (or export output to an e-mail account), instead of printing it. In microcomputers, the floppy disk drive is the **a:/** drive. Synonymous with *diskette*. Compare with hard disk.

floret

See: printer's flower.

flourish

A decorative tail or ornamental extension on a swash letter, usually in the form of one or more curves, used in older signatures as a mark of distinction and to render forgery more difficult. ***See also***: paraph.

flowchart

A diagram showing the complete series of steps in a process, such as a computer program, or the sequence in which the components of a system function, usually in the form of symbols of various shapes, each representing a specific type of operation

or component, connected by directional lines indicating movement.

flow map
See: dynamic map.

flush
Said of a line of type aligned along a right or left margin without indention.

flush binding
A binding in which the covers are trimmed even with the leaves after having been attached to the sections. Most paperback books have *flush covers*. Compare with extended binding. ***See aso***: cut flush.

flush cover
See: flush binding.

flyer
See: flier.

flyleaf
The half of an endpaper not pasted to the inside of one of the boards of the cover. The term is also used for one or more blank leaves at the beginning of a book following the front free endpaper, or at the end preceding the back free endpaper, when the text does not fill the last few pages. The purpose of the flyleaves is to protect the first and last leaves of the text block from damage. Also spelled *fly leaf*.

fly-title
A title printed on an otherwise blank leaf indicating the beginning of a chapter or other major division of a book, such as an essay in a collection, or a story, play, or poem published in an anthology. In England, a synonym for half title or *bastard title*.

fog index
A numeric formula used in publishing to gauge the degree of readability (clarity) of a piece of writing, based on average sentence length and number of words of three or more syllables per sentence. The higher the index number, the less intelligible the writing, an important consideration in judging the sales potential of a work. The measure is imprecise because it does not take into consideration the writer's style, which may break long sentences into phrases and make difficult words easier to comprehend from the context.

FOIA
See: ***F****reedom* ***of*** ***I****nformation* ***A****ct*.

FOL
See: **F**riends **o**f the **L**ibrary.

fold
See: bolt.

folded book

A novelty book format consisting of one long strip of paper folded accordion-style, with one or both ends attached to separate rigid covers, and no back. Used for pictorial display of wide-angle panoramas, particularly in China. More complex folded books have been created by contemporary artists for whom the book is a form of visual art (see art book). Synonymous with *folding book*.

folder

A publication consisting of a single sheet of paper folded, usually down the center, into two or more leaves, not cut or stitched. Examples include performance programs, restaurant menus, etc. Also refers to a sheet of heavy paper such as manila, folded once, sometimes with a flap across the bottom and a projecting tab for labeling, used to file loose papers. Standard sizes in the U.S. are 9 x 11 3/4 and 9 x 17 3/4 inches.

In software applications, a heading created by the user under which data files, e-mail messages, Web bookmarks, and other information in digital format can be filed and stored for future retrieval.

fold-out

See: throw-out.

fold sewn

A binding in which the gathered sections are attached to each other by sewing through the back fold, with a kettle stitch linking adjacent sections at the end of each pass of the thread. Hand fold sewing can be all along, two on, or three on. Compare with side sewing.

Folger Shakespeare Library

Founded in 1932, the **Folger Library** in Washington D.C. is an independent research center for Shakespeare scholars containing the largest collection of printed materials in the world on "The Bard" and his works. The **Folger** also collects research materials on British civilization and culture of the Renaissance, including rare books and manuscripts. A substantial gift from the private library of Henry and Emily Folger forms the nucleus of the collection. The Folgers also established an endowment in support of the library, administered by the Trustees of Amherst College. The library includes a small theater in which Shakespeare's plays are publicly performed. Poetry readings and concerts of early music are also scheduled. The **Folger Library** is housed in a building listed in the National Register of Historic Places. Click here to connect to the **Folger** homepage.

foliate initial

A initial letter in an illuminated manuscript embellished with a design consisting of vines, leaves, fruit, flowers, and/or other foliage. Compare with figure initial. ***See also***: historiated initial, inhabited initial, and rustic capital.

foliation

The precursor of pagination in which the leaves, rather than the individual pages, of a manuscript or early printed book were numbered consecutively on the recto only,

usually in roman numerals following the word "Folio" or the abbreviation *F.*, *f.*, *fo.*, or *fol.* Foliation in arabic numerals was introduced in Italy during the late 15th century. Pagination in arabic numerals began about one hundred years later, but did not become widespread until the 18th century. Also refers to the total number of leaves in a manuscript or book, numbered or unnumbered. ***See also***: blind folio.

folio

The Latin word for "leaf," abbreviated *F.*, *f.*, *fo.*, or *fol.* The paper or parchment leaf of a book or manuscript numbered at the top or bottom on the recto only, said to be foliated rather than paginated. The term also refers to a blank sheet of printing paper in its full, unfolded size, and to a single sheet of a writer's manuscript or typescript with writing or printed matter on one side only.

Also refers to the size of book, approximately 15 inches in height, made by folding a full sheet of book paper in half once to form signatures of two leaves (four pages). The precise size of each leaf in a folio edition depends on the size of the original sheet. Some early editions are known by the number of leaves in their sections, as in the first folio edition of Shakespeare's plays. Compare with quarto, octavo, duodecimo, and sextodecimo.

folio number

See: foliation.

folklore

A collective term applied since the mid-19th century to the traditions, beliefs, narratives, etc., passed from one generation to the next within a community by word of mouth, without being written down. Folklore includes legends, folktales, songs, nursery rhymes, riddles, superstitions, proverbs, customs, and forms of dance and drama performed at traditional celebrations. Because folklore flourishes in communities with a low literacy rate, it is disappearing in many parts of the world. Dictionaries of folklore are available in the reference section of most large libraries. Compare with myth.

folktale

A short narrative rooted in the oral tradition of a particular culture, which may include improbable or supernatural elements. The category includes a range of forms, from fairy tale to myth. Some have historical roots (*example*: John Henry), others are purely imaginative (Pecos Bill). Folktales are usually published in collections. In libraries, they are shelved in either the adult or juvenile collection, depending on reading level and format. Also spelled *folk tale*.

follow through

See: letter-by-letter.

FOLUSA

See: **F**riends **o**f **L**ibraries **USA**.

font

From the French word *fondre* meaning "to cast." In printing, all the characters of a

specific typeface in a given size, including uppercase and lowercase, small capitals, numerals, punctuation marks, reference marks, and any special characters, as opposed to a type family that includes different variations and sizes of the same type style (roman, italic, boldface, etc.). In books, the text is set in a single font, with any long quotations and notes in a smaller size of the same font. Older spelling: *fount*.

In computers, fonts come built into the printer, usually in the form of exchangeable plug-in cartridges or as "soft" fonts residing on the computer's hard disk or on a hard disk built into the printer. By embedding fonts in a document before it is transmitted, document exchange software such as *Adobe Acrobat* allows text to be displayed and printed in its original form without having to install fonts on the receiving machine.

foolscap

Formerly, a sheet of printing paper of standard size, which varied from 13 x 15 to 13 1/2 x 17 inches, producing two leaves of roughly 13 x 8 inches when folded once down the center. The word is derived from the watermark traditionally used by papermakers, showing the distinctive multi-pointed cap with bells worn by medieval jesters. Abbreviated *fcap* or *fcp*.

foot

The bottom edge of a book or page in a bound publication. The opposite of *head*. Synonymous with *tail*.

footage

A length or quantity expressed in feet, for example, the number of running feet in a segment of film joined to other segments in editing to create a motion picture.

footer

A line or lines at the bottom of a Web page, giving the name of the person (or persons) responsible for creating and maintaining the site, and its host. The footer may also include the date of last update, a copyright notice, and a contact link or Internet address. Also refers to the lines at the bottom of an e-mail message indicating the name, title, and affiliation of the sender, and any contact information, as distinct from the header at the beginning of the message and the body containing the text. Also used synonymously in printed documents with running foot.

footline

See: running foot.

footnote

A brief note at the bottom of a page explaining or expanding upon a point in the text, or indicating the source of a quotation or idea attributed by the author to another person. Footnotes are indicated in the text by an arabic numeral in superscript, or a reference mark, and are usually printed in a smaller size of the font used for the text. When numbered, the sequence usually starts with 1 at the beginning of each chapter, but may occasionally start with 1 at the beginning of each page. Compare with endnote. ***See also***: marginalia.

In a more general sense, any afterthought or minor but related comment on, or

confirmation of, a primary statement, in writing or in speech.

footprint

The amount of surface area on a desktop or table required to accommodate a computer or peripheral device, less for a laptop than for a conventional PC, an important consideration in designing and equipping library instruction labs.

Also refers to the geographic area in which the signal transmitted by a telecommunication satellite can be received.

fore-edge

The outer edge of a leaf in a bound publication, or of the sections of a book or its cover, opposite the spine or binding edge, the others being the head and tail. Synonymous with *front edge*. ***See also***: fore-edge painting and fore-edge title.

fore-edge painting

The practice of painting a picture on the fore-edge of a medieval manuscript with its leaves closed. In late 18th and early 19th century England, the technique was refined to make the picture visible only when the leaves of a printed book were slightly fanned. In *double fore-edge painting*, two different images can be seen by fanning the leaves first in one direction, then in the other.

fore-edge shelving

Storing books with their spines parallel with the surface of the shelf, rather than perpendicular to it. To prevent the force of gravity from causing the book block to pull away from the case or cover, the spine should rest on the shelf with the fore-edge up. This method preserves call number sequence and adds at least two shelves to a standard 90-inch high section when space is limited, but makes browsing and locating a specific item difficult because the spines are not visible. For this reason, it is usually restricted to portions of the collection that are not heavily used. ***See also***: double shelving, flat shelving, and shelving by size.

fore-edge title

The title hand-lettered on the fore-edge of a volume, to facilitate identification when it was standard practice to shelve books fore-edge out.

foreign book

A term used in acquisitions to refer to a book published outside the United States. Certain vendors specialize in supplying libraries and bookstores with titles published in specific countries (*example*: China Books & Periodicals, Inc. of San Francisco).

foreign subsidiary

A publisher wholly or partially owned by a company that has its headquarters in another country (*example*: **Random House** owned by Bertelsmann AG of Germany). The trend toward globalization of corporate ownership has profoundly affected the media, including publishing.

forename

A name preceding a person's surname (family name), given at birth to distinguish him

or her from others of the same family or clan. Synonymous with *given name*. ***See also***: first name.

forename entry

An personal name entry made in a library catalog, index, or bibliographic database under a person's given name (forename). In *AACR2*, this practice is reserved for names that do not include a surname (*example*: **Plato**), names that include a patronymic (**Isaac ben Aaron**), and names of royal persons (**Eleanor**, *of Aquitaine*). Any word or phrase commonly associated with the name in works by the person, or in reference sources, such as place of origin, domicile, occupation, etc., is added following a comma (**Ezekiel**, *Biblical Prophet*).

foreword

Introductory remarks preceding the text of a work, usually written by a person other than the author. When written by the author, introductory remarks constitute the preface. The foreword differs from the preface in remaining unchanged from one edition to the next. In the front matter of a book, the foreword or preface usually follows the dedication and precedes the introduction. Abbreviated *fwd*.

forgery

The deliberate counterfeit or imitation of a signature, or fabrication or alteration of a document or other work, with intent to deceive or harm the interests of another person or persons. The creation of fake first editions of rare and valuable books is considered forgery. In most countries, the act of forgery, or the sale of a forged work with intent to deceive, is a crime. Also refers to that which is forged. ***See also***: authenticity.

form

A term used in library cataloging to refer to the manner in which the text in a book is arranged (dictionary, encyclopedia, directory, anthology), the genre in which a literary work is written (novel, poetry, drama, etc.), or the structure of a musical composition (concerto, symphony, opera, etc.). ***See also***: form heading and form subdivision.

format

A general indication of the size of a book, based on the number of times the printed sheets are folded in binding (folio, quarto, octavo, duodecimo, sextodecimo, etc.).

Also refers to the overall physical presentation of a bibliographic item. For printed publications, format includes size, proportions, quality of paper, typeface, illustration, layout, and style of binding. Synonymous in American usage with *get up* (books). In a more general sense, the physical medium in which information is recorded, including print and nonprint documents. ***See also***: reformat.

In data processing, the manner in which data is arranged in a medium of input, output, or storage, including the code and instructions determining the arrangement (see file type). Also, to prepare a floppy disk for the recording of data (most floppies are sold preformatted), and to arrange text on a computer screen in the form in which it will be printed on paper (font, margins, alignment, type size, italic, boldface, etc.).

format integration

The concept in machine-readable library cataloging that the same fields, subfields, and content designators (tags, indicators, and subfield codes) should be used in bibliographic description, independent of format whenever possible, to record data of the same kind, instead of using a different set of codes for each type of material. For example, in the MARC record, the 245 field contains the title of the work, whether the item happens to be a book, music score, videocassette, etc.

formatting

The appearance of printed text, including font, type size, alignment, boldface, italic, underlining, etc. In word processing software, options allow the user to specify formatting. In HTML documents, the same effects are achieved through the use of fixed tags embedded in the text.

forme

In letterpress, assembled type and display matter that has been made up into pages, imposed in a chase, and firmly locked up for transfer to the bed of the press for printing.

form heading

In library cataloging, an access point added to a bibliographic record, consisting of a word or phrase that indicates type of composition (*example*: **Children's poetry**) or format of item (*example*: **Astronomy charts, diagrams, etc.**). Compare with subject heading. ***See also***: form subdivision.

form of composition

The structural form or shape in which a musical work is composed, given in the note area of the bibliographic record if it is not apparent from the title or other parts of the bibliographic description (concerto, fantasia, fugue, nocturne, prelude, rondo, sonata, variations, etc.).

form of entry

The specific words and spelling used to create the headings that serve as access points in a catalog or index, governed by rules concerning singular and plural forms, verb tense, syntax, punctuation, etc. In most cataloging and indexing systems, form of entry for names (personal and corporate), titles, and subjects is also subject to authority control.

form subdivision

In library cataloging, a word or phrase added to a subject heading to divide works on the same subject by type of composition (*example*: **Chaucer Geoffrey D 1400--Biography**) or format (**Psychology--Encyclopedias**). In a classification system, a similar subdivision of a class. ***See also***: form heading.

forthcoming

Soon to be published. Usually refers to new titles included in a publisher's frontlist for the next season. R. R. Bowker publishes a bimonthly author and title index of *Forthcoming Books*.

Forthcoming Books

A bimonthly author and title list of books to be published in the United States within the next five months, and books published since the most recent edition of *Books in Print*. Published in softcover by R. R. Bowker, ***Forthcoming Books*** lists approximately 200,000 titles annually. Entries include name of publisher, month and year of publication, price, and ISBN.

foxing

Reddish-brown or yellowish spots resembling freckles on the paper of old documents (books, prints, etc.), a condition probably caused by fungus and/or a chemical reaction under humid conditions, particularly common in paper made by machine during the late 18th and 19th centuries. Although the cause (or causes) are not fully understood, the fact that foxing often begins near the edge of a leaf or sheet and spreads inward suggests that exposure to the atmosphere may play an important role. In some types of documents, foxing can be reduced or eliminated by a technique called washing, but preservationists proceed with caution because some methods can cause further damage. Synonymous with *foxmarks*.

fps

An abbreviation of "**f**rames **p**er **s**econd." ***See***: projection speed.

frame

A separately scrollable area in the window of a computer application or in a Web page that has been divided into more than one scrollable area.

In filmstrips, motion pictures, and videorecordings, one of the individual still images arranged in sequence to tell a story or create the illusion of movement when projected in rapid succession. Projection speed is measured in *fps* (frames per second). Librarians use the frame (or frames) bearing the title of the work as the chief source of information in cataloging such an item. Also refers to a single subdivision of the grid on a sheet of microfiche, or one of the units comprising a length of microfilm.

In binding, an ornamental rectangle impressed in the surface of the cover of a book some distance from the edges. Compare in this sense with border. Also refers to a rigid border of wood, metal, plastic, cardboard, etc., used to mount a picture, print, photograph, slide, etc.

Frankfurt Book Fair

The largest and one of the oldest book trade fairs in the world, held annually in Frankfurt, Germany in October, providing an opportunity for publishers to exhibit their publications, negotiate international sales rights, make arrangements for co-published editions, etc. Click here to connect to the **Frankfurt Book Fair** homepage.

frayed

The condition of a cloth book cover on which the threads along at least one edge have broken and pulled loose due to abrasion, exposing the board underneath.

FRBR

See: *Functional Requirements for Bibliographic Records*.

freedom of information

The statutory right of public access to official information compiled and maintained by federal government agencies, embodied in the *Freedom of Information Act (FOIA)* passed by the U.S. Congress in 1966 and subsequently enacted in most European and UK countries. Under ***FOIA***, applicants who request in writing specific information must be supplied with copies of the requested documents or records within a designated period of time. Disclosure of information that might prove harmful to national defense, foreign relations, law enforcement, commercial activities of third parties, or personal privacy is exempted. Compare with intellectual freedom. ***See also***: information law.

Freedom of Information Act (FOIA)

Passed by Congress in 1966, ***FOIA*** guarantees right of access to unclassified government information to any American who submits a written request to see copies of specific records or documents. The Act exempts from disclosure information that might prove harmful to national defense, foreign relations, law enforcement, commercial interests of third parties, or personal privacy. The intent behind ***FOIA*** is to make government more transparent and accountable to citizens, and to prevent secrecy from being used for illegitimate purposes. Similar legislation has been enacted in most European and UK countries. ***FOIA*** applies only to federal agencies and does not create right of access to records held by Congress, the courts, or state or local government agencies (each state has enacted its own access laws). Click here to connect to the official ***FOIA*** Web page maintained by the U.S. Department of Justice.

Freedom to Read Foundation (FTRF)

A non-profit organization founded in 1969 by the American Library Association in support of the First Amendment right of all Americans to read and hear the ideas of others without government interference. The **FTRF** also fosters libraries in which the individual's First Amendment rights can be fulfilled, and supports the right of libraries and librarians to include in their collections any work that can be legally purchased in the United States, despite objections from individuals and groups with an axe to grind. Click here to connect to the **FTRF** homepage. ***See also***: intellectual freedom, Intellectual Freedom Round Table, and *Library Bill of Rights*.

Freedom to Read Statement

A formal declaration originally issued in May, 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council (now the Association of American Publishers) which affirms the First Amendment right of every American to choose without interference whatever he or she wishes to read. The Statement was adopted by the ALA and the ABPC in June, 1953 and revised in 1972 and 1991 by the ALA Council and the AAP Freedom to Read Committee. Click here to read the entire text of the statement as published by the Office for Intellectual Freedom of the ALA. ***See also***: Freedom to Read Foundation and *Library Bill of Rights*.

free hand

Handwriting of any period that does not follow established rules with respect to abbreviation, contraction, punctuation, uppercase and lowercase, etc.

freelance

A form of self-employment in which a person, acting as an independent contractor, markets and sells a specific product, skill, or service to more than one employer (usually by the project) for a fixed fee that may be payable in advance. In the information sector, this mode of operation is commonly used by literary agents, information brokers, journalists, photographers, illustrators, and even editors. Freelancers often work from home, rather than from a commercial address.

free resource

A source of reliable information that can be obtained without charge (*example*: telephone directories). Prior to the emergence of the Internet, government, business, and nonprofit organizations provided most of the free information available to librarians and library users. Today, information is available at no charge from a considerably wider range of sources via the World Wide Web, but the user must exercise discrimination in assessing accuracy and authority.

free speech

Freedom under the First Amendment to the U.S. Constitution to write or say whatever one wishes without fear of censorship or prosecution, within certain limitations (libel, slander, etc.). ***See also***: intellectual freedom.

free-standing shelving

Shelving designed to stand on its own, away from a wall or other support. Most free-standing shelving is double-sided and available in sections to allow the assembly of ranges of variable length. In libraries in the United States, minimum aisle width between ranges is 36 inches. Building safety codes in earthquake-prone areas may require special bracing to stabilize free-standing shelving. Compare with wall shelving. ***See also***: compact shelving.

free-text search

A search of a bibliographic database in which natural language words and phrases appearing in the text of the documents indexed, or in their bibliographic descriptions, are used as search terms, rather than terms selected from a list of controlled vocabulary (authorized subject headings or descriptors). Compare with full-text search. ***See also***: keyword(s).

freeware

A term coined in the 1980s to refer to software available at no cost, usually distributed over the Internet by the developer who retains copyright. Compare with shareware.

freeze

A cessation in the hiring of new personnel or the payment of funds, usually necessitated by budgetary constraints. In most cases, normal operations resume after the cause of the problem is resolved.

Also, to stop the action and display a single frame in film, television, or video production, a technique used for dramatic effect.

french fold

A single sheet of paper, printed on one side and folded twice, first down its length and then at a right angle to the initial fold, to form a single section with the unprinted side folded in and the bolts left uncut to form four pages, as in wedding invitations and greeting cards.

frequency

The interval at which a periodical or other serial publication is issued (daily, semiweekly, weekly, semimonthly, monthly, bimonthly, quarterly, semiannually, annually, irregularly, etc.). Scholarly journals are usually published quarterly, magazines weekly or monthly, and newspapers daily or weekly. Frequency and changes of frequency are indicated in the note area of the bibliographic description of a serial.

In statistics, the number of times a unit of measurement occurs within a class or during a specified period of time. In electronics, the number of repetitions of the period of an alternating current (signal), expressed in *hertz* (cycles per second). ***See also***: MegaHertz.

Friends of Libraries USA (FOLUSA)

Established in 1979, with headquarters in Philadelphia, **FOLUSA** is an affiliate of the American Library Association with a membership consisting of Friends of the Library groups, libraries, clubs, associations, corporations, and individuals interested in promoting quality library service to all residents of the United States. Click here to connect to the **FOLUSA** homepage.

Friends of the Library (FOL)

An organization whose members share an interest in supporting a particular library or library system through fund-raising and promotional activities. In some libraries, the **Friends** group operates a small gift shop or conducts an annual book sale, using the proceeds to support library programs and services. **Friends** members often serve as volunteers in the library, performing a variety of tasks from mending to storytelling. ***See also***: FOLUSA.

fringes

See: benefits.

frontis

See: frontispiece.

frontispiece

An unnumbered, unpaged illustration printed on the verso of the leaf immediately preceding the title page or first page of a book. Abbreviated *front*. Compare with headpiece and tailpiece.

frontlist

A publisher's list of all the new books published (or about to be published) during the most recent publishing season or cycle, usually heavily promoted by sales staff. The most important titles in the frontlist are called *leaders*. Also spelled *front-list*. Compare with backlist.

front matter

The parts of a book that precede the first page of the text. They include, in customary but not immutable order, the half title, series title or frontispiece, title page, imprint and copyright notice, dedication, epigraph, preface/foreword, acknowledgments, contributors, table of contents, list of illustrations, list of tables, list of contributors, introduction, list of abbreviations, translator's note, and errata or corrigenda. Front matter is usually paginated in lowercase roman numerals. Synonymous with *preliminary matter*, *preliminaries*, and *prelims*. Compare with back matter. ***See also***: parts of a book.

front page

The first page of the first section of a newspaper, bearing the flag and headlines of the major news stories of the day. Compare with title page.

frozen catalog

A library catalog to which no new bibliographic records are added and from which no existing records are removed, even when revisions or corrections are made, or existing records converted to machine-readable format. Compare with closed catalog and open catalog.

FTE

See: **f**ull-**t**ime **e**quivalent.

FTF

See: **F**eminist **T**ask **F**orce.

FTP

File **T**ransfer **P**rotocol, the TCP/IP protocol that allows data files to be copied directly from one computer to another over the Internet regardless of platform, without having to attach them as in e-mail. A computer that functions as a file server, storing files available to other computers, is called an *FTP site*. If no username or password is required for access, such a computer is an *anonymous FTP site*--its files may be downloaded by anyone with access to the Internet. Although still widely available, anonymous FTP has been supplanted by the World Wide Web as the most popular mode of disseminating information in digital format.

fugitive material

Publications such as pamphlets, posters, performance and exhibit programs, and duplicated material produced in small quantities, which are of immediate, local, or transitory interest and therefore difficult for libraries to collect and catalog. ***See also***: ephemera.

fulfillment year

The period of time during which the subscribers who have paid for an annual periodical subscription are entitled to receive issues. Compare with subscription cycle. ***See also***: renewal.

full binding

A style of bookbinding in which the spine and boards are covered in material entirely of one kind, originally leather, but in modern binding usually some kind of cloth. Compare with quarter binding, half binding, and three-quarter binding.

full-color printing

A method of reproducing in print an infinite range of colors by controlling the overprinting of three colors of ink (yellow, magenta, and cyan), with black added to create gradations of light and dark. The term *color separation* refers to the process by which a full-color original is photographed through colored filters or scanned by a color sensing machine to separate the colors and allow negatives to be produced that define the area to be printed with each color of ink. Compare with duotone.

full-duplex

See: duplex.

full level cataloging

The most complete form of general cataloging, applied to library materials not designated for one of the other encoding levels, producing a bibliographic record that contains the fullest set of data elements, including a complete bibliographic description of the item in a record structured to facilitate descriptive and subject access. Compare with core level cataloging and minimal level cataloging.

full measure

In printing, type extending across the entire width of a line in a column or on a page, without indention.

full-motion video

Video transmission in which the image changes at the rate of 30 frames per second (fps). Motion pictures run at 24 fps. Video that has been digitized and stored on computer can be displayed at varying frame rates depending on the speed of the computer.

full-page

A term used in printing to refer to an illustration, plate, or map that fills an entire page in a book or other publication, with or without margins and caption. Also refers to an article that fills all the available space on one page of a newspaper.

full-page border

Continuous ornamentation, plain or simple, extending around the perimeter of a page on all four sides. A three-quarter border extends around three of the four sides. In medieval illuminated manuscripts, a decorative band surrounding a miniature or portion of text on all four sides, usually covering the surface of the page in a dense carpet of multicolored vines, leaves, flowers, birds, and animals, except for very narrow margins.

full point

A printer's term for the punctuation mark used to indicate the end of an ordinary sentence, and as a mark of abbreviation. Synonymous with period and full stop.

full record

The most complete display of data elements contained in the bibliographic record created to represent an item, including all the fields and subfields needed to identify and describe the item, as opposed to a brief record in which only a portion of the available bibliographic description is shown. Most online catalogs and bibliographic databases provide both formats.

full score

A music score in which each of the parts is written on a separate stave, usually for the use of the conductor. For orchestral and choral works, this usually requires a large page size. From top to bottom, the standard arrangement of instrumental parts in a full score is: woodwinds, brass, percussion, and strings, with any solo part in a concerto appearing above the violins. Voice parts, arranged in descending order of vocal register, are placed above the string section, with any solo parts given above the chorus. Only the largest music libraries collect this type of score.

full stop

The period, a punctuation mark used in text to indicate the end of a sentence, and in bibliographic records to separate elements of description. When used to divide the parts of an Internet address, it is called a dot. Synonymous with full point.

full-text

An electronic resource that provides the entire text of a single work (*example*: ***Britannica Online***) or a bibliographic database that provides the entire text of a significant proportion of the works indexed in it, in addition to the citation and (in most cases) an abstract of each work (*example*: *JSTOR*). Also spelled *fulltext*.

full-text search

A search of a bibliographic database in which every word of the text of each record or document is searched and the entry retrieved if the terms included in the search statement are present. Most Web search engines are designed to perform full-text searches. This can pose a problem for the user when a search term has more than one meaning, causing irrelevant information (false drops) to be retrieved. For example, in a medical database, the query "treatment of AIDS" might retrieve entries for sources on the role of "hearing-aids in geriatric treatment" (the stopword "of" is ignored in the query). Compare with free-text search.

full-time

Employment for the number of working hours considered normal for a given position, in the United States no more than forty hours per week without payment of overtime. Full-time employees are usually entitled to full benefits. At some academic institutions, the ratio of full-time to part-time (adjunct) faculty, including librarians, is governed by a collective bargaining agreement.

full-time equivalent (FTE)

A measure of the total number of students, undergraduate and graduate, enrolled for the number of credit hours considered by an institution of higher learning to be a full schedule, sometimes used by vendors to determine subscription rates charged on a sliding scale for access to electronic resources such as bibliographic databases. In the United States, there is no national standard for computing **FTE**--each institution has devised its own formula. A typical example: FTE = total number of undergraduate credit hours divided by 15, plus total number of graduate credit hours divided by 12.

fumigation

In conservation, the process of exposing items made of paper and other materials to a toxic vapor within an airtight container to eliminate insects, mildew, mold, and other organisms that damage collections. When an infestation is extensive, fumigation of the area(s) in which the affected items are stored may also be necessary.

functionality

Features built into a search interface that determine the ease with which users may formulate queries and obtain results. Well-designed search software enables the user to:

- Identify the database(s) most appropriate to the subject of the search
- Search more than one database simultaneously
- Remove duplicate records from results when searching multiple databases
- View a current list of the publications indexed in each database
- Choose a search mode based on proficiency (basic or advanced)
- Access well-organized contextual help at each stage of the search process
- View an online thesaurus or use vocabulary mapping to identify appropriate search terms
- Limit search results by relevance, material type, publication date, language, institutional holdings, latest update, full-text, etc.
- Sort results by author, title, publication date, etc.
- View search terms highlighted in results
- Select/deselect records as output
- View and save search history
- Save results independent of Web browser
- Print, email, and download results in a range of formats

Functional Requirements for Bibliographic Records (FRBR)

A set of fundamental elements forming the theoretical basis for records created by catalogers to represent items in a library collection. ***FRBR*** was developed by an IFLA study group in response to a resolution passed at the 1990 Stockholm Seminar on Bibliographic Records calling for a clear delineation of the functions performed by the bibliographic record with respect to media, applications, and user needs. ***FRBR*** addresses not only bibliographic description, but also access points, organizing elements (classification), and annotations.

In the years following the publication of *International Bibliographic Description for Monographic Publications* (1971), major changes occurred in the environment in

which cataloging principles and standards operate, such as the expansion of automated systems, the development of large-scale bibliographic databases by national cataloging agencies, and the emergence of networked access to electronic information and new forms of electronic publishing, which have increased the pressure on catalogers to reduce costs by doing more minimal level cataloging. These changes necessitated a comprehensive re-examination of cataloging theory.

In the user-focused study that produced ***FRBR***, no *a priori* assumptions were made about the nature of the bibliographic record. The study group used *entity analysis*, a technique for constructing conceptual models of relational databases, to generate a model based on three basic elements: the entities of interest to users of bibliographic records, the attributes of each entity, and the relationships between entities. Click here to read the final report of the IFLA Study Group on ***FRBR***, approved by the Standing Committee of the IFLA Section on Cataloging in 1997 and published by K. G. Saur Munchen in 1998.

function key

One of twelve keys numbered F1-F12 from left to right across the top row of a standard PC keyboard to allow the user to execute a specific task or routine in a computer program by pressing the appropriate key. The program-specific function associated with each key in the program is explained in the documentation provided with the software.

fund-raising

Programs and activities intended to encourage benefactors to contribute a portion of their wealth to a library or library system, in support of capital projects and operating expenditures. Some academic libraries and large public libraries have an endowment fund to which potential benefactors are encouraged to contribute. LSTA grants-in-aid often require the local community to provide matching funds. Also spelled *fundraising*.

further reading

A bibliography of sources provided by the author for the benefit of readers who wish to extend their knowledge of the subject(s) treated in the work to which it is appended, distinct from a list of works cited, a common feature of introductory works used as textbooks at the undergraduate level.

fuzzy logic

The branch of logic that recognizes a possible range of intermediate values between the logical extremes of true and false, similar to the way the human mind evaluates complex situations. Because fuzzy logic allows degrees of uncertainty and imprecision to be expressed in the representation of knowledge, it has proved useful in artificial intelligence and the design of expert systems. In application software, it has been incorporated into some spell checkers to suggest to the user the most likely substitutions for a misspelled word.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

G

Gale Group

A publisher of major reference serials (*Contemporary Authors*, *Encyclopedia of Associations*, *Market Share Reporter*, etc.), in print and online, for libraries, educational institutions, and businesses worldwide. **Gale** is also one of the three leading aggregators of journals in electronic format, providing online access to a range of bibliographic and full-text databases. Click here to connect to the **Gale** homepage. ***See also***: EBSCO and ProQuest.

galley

In printing, a long narrow tray open at one end, into which assembled lines of type are transferred by the compositor from a manual composing stick, or from a typesetting machine, to await make-up into pages. Galleys were originally about 10 x 6 inches in size and made of wood, but in the early 19th century, metal trays came into use and their length was extended to about 22 inches to accommodate several pages of type. Also used as a shortened form of galley proof.

galley proof

An impression taken from type composed in long columns, arranged in trays called galleys, before it has been made up into pages, to allow the author and proofreader to inspect the text and make any corrections before the work goes to press. Although galley proofs usually do *not* include illustrations and indexes, reviews may be written from them. Synonymous with *galleys* and *slip proof*.

galleys

See: galley proof.

game

A set of materials designed for play according to an established set of rules, usually housed in a container to keep the pieces together. Educational games are usually stored in the curriculum room or children's room of a library. Compare with kit.

gap

In the record representing a serial in a library catalog or union catalog, an indication that items issued are missing from the sequence held by the library. This happens when a subscription is canceled and later resumed, or when issues or volumes are lost due to damage or theft. Most libraries make an effort to fill gaps in periodical subscriptions with microfilm or microfiche if online full-text is not available. Compare with nongap break.

garland

A type of anthology containing a collection of prose extracts or short literary compositions, usually ballads or poems (*example*: ***A Little Garland of Celtic Verse*** published in 1905 by T. B. Mosher).

gate count

The number of times a counting device, attached to or located near the security gate at the entrance to or exit from a library, is activated during a designated period of time (day, week, or month). Gate counts provide statistical information on traffic patterns which can be helpful in establishing library hours and anticipating staffing needs.

gatefold

An illustration, map, or other insert, larger than the volume in which it is bound, which must be unfolded horizontally to the left or right to be fully viewed. Also, a method of folding a sheet of paper into three sections in which the two ends are folded toward each other over the center, like a triptych, used in advertising, performance programs, restaurant menus, etc.

gateway

Computer software that allows a user to access data stored on a host computer via a network. Also refers to the hardware device that interconnects two separate networks, providing a pathway for the transfer of data and any protocol conversion required, for example, between the messaging protocols of two different e-mail systems.

gathering

In binding, the process of assembling and arranging in correct sequence the folded sections of a book prior to sewing them through the back fold, or before milling the clamped back folds and gluing the sections to the cover in adhesive binding. Sometimes used synonymously with signature and quire.

gauffering

See: chased edges.

gauze

See: crash.

Gay, Lesbian, Bisexual, and Transgendered Round Table (GLBTRT)

Founded in 1970 as the Task Force on Gay Liberation of the American Library Association, **GLBTRT** is a permanent round table that serves as an advocate for gays, lesbians, and bisexuals employed in libraries, and for the inclusion of materials on gay, lesbian, and bisexual issues in library collections. **GLBTRT** hosts the electronic mailing list GLBTRT-L, sponsors annual literary awards in fiction and nonfiction, and publishes the quarterly *GLBTRT Newsletter*. Click here to connect to the **GLBTRT** homepage. ***See also***: *Lambda Book Report*.

Gaylord

A library supplier that provides office and library supplies, furniture, security systems, and automation software to libraries, schools, and other educational institutions largely through its trade catalog. Click here to connect to the **Gaylord** homepage.

gazette

A news sheet in which current events, legal notices, public appointments, etc., are

recorded on a regular basis. Formerly, a journal devoted to current news. Also, a journal officially issued by a government, particularly in Great Britain. The word is derived from the name of an Italian coin that was equivalent at one point in time to the price of a news sheet.

gazetteer

A separately published dictionary of geographic names that gives the location of each entry (*example*: ***The Columbia Gazetteer of the World***). Also, an index of the names of the places and geographic features shown in an atlas, usually printed in a separate section following the maps, with locations indicated by page number or map number and grid coordinates. Some book-length gazetteers include basic information about major geographic features such as rivers, lakes, mountains, cities, etc. Abbreviated *gaz*. Click here to connect to the online ***U.S. Gazetteer*** provided by the U.S. Census Bureau.

Also refers to person who writes or publishes a gazette.

genealogical table

A diagram, usually in the form of an inverted tree, with branches showing the lineage of a person or group of persons who share a common ancestor, sometimes printed on the endpapers of biographical or historical works, particularly those concerning the reigns of sovereigns or the lives of titled nobility.

genealogy

The study of the descent from a common ancestor (or ancestors) of a specific individual, family, or group of persons. Genealogical research often requires the use of archival materials. Genealogical resources are increasingly available in digital form (*example*: US GenWeb Archives).

Also refers to an enumeration of ancestors and their descendants in natural order of succession, usually in the form of a "family tree." In works of history and biography, genealogical tables are sometimes printed on the endpapers or at the beginning of the text. ***See also***: National Genealogical Society.

general encyclopedia

An encyclopedia that provides basic information on a broad range of subjects, but treats no single subject in depth (*example*: ***Encyclopedia Americana***), as distinct from a subject encyclopedia that provides greater depth of coverage within a limited scope (*example*: ***Encyclopedia of 20th Century American Humor***).

generalia

Works that cannot be assigned to a particular class on the basis of subject, theme, or treatment because their nonspecialized or diverse nature defies specific classification, for example, general encyclopedias and world almanacs. In library classification and bibliography, a separate category is reserved for general works, usually appearing at the beginning of the schedule or list. Synonymous with *generalities*.

general interest magazine

A magazine of interest to a wide audience (*example*: ***Reader's Digest***). Most public

libraries make an effort to subscribe to the most popular general interest magazines, but are more selective in subscribing to special interest magazines. Compare with news magazine.

general material designation (GMD)

An optional term added in square brackets to the bibliographic description of a nonbook item following the title proper to indicate type of material, for example, [videorecording]. Separate lists of general material designations are provided in *AACR2* for British and North American libraries. In some categories, the British list is more general (*object* includes diorama, game, microscope slide, model, and realia). The Library of Congress does *not* to include the GMD in catalog records for manuscripts, maps, music, and text. Compare with material type. ***See also***: specific material designation.

generation

In reprography, the degree to which a copy is removed from the original document. In microfilm, the master negative developed from film taken of the original image is *first-generation*, print masters made from the master negative are *second-generation*, and service copies made from a print master for use in libraries are *third-generation*. Sharpness of image usually declines with each succeeding generation.

generic relation

See: semantic relation.

genre

A type, class, or style of literature, music, film, or art. Genre criticism originated with Aristotle who divided literature into three basic categories: dramatic, epic, and lyric. In fiction, genre are based on form (novel, short story, etc.), theme (Christian, fantasy, horror, mystery, romance, science fiction, western, etc.), or format (graphic novel). ***See also***: subgenre.

Also, a painting in which the subject is a person (as in a portrait), an object (as in a still-life), or a scene from daily life, rather than a theme derived from history, mythology, imagination, etc. By extension, a *genre piece* is a literary work that has as its subject people and incidents from everyday life.

geographic index

An index in which the entries are listed by their geographic location (city, state, country, etc.). Also refers to an index that lists the geographic locations mentioned in the text of a document. Synonymous with *place index*. ***See also***: gazetteer.

geographic information system (GIS)

A computer-based system (hardware *and* software) designed to facilitate the mathematical manipulation and analysis of spatially distributed data (geographic phenomena, geologic resources, etc.), which provides an automated link between the data and its location in space, usually in relation to a system of coordinates. The data can be on any scale, from microscopic to global. A **GIS** differs from a map in being a digital, rather than an analog, representation. Each spatial feature is stored as a

separate layer of data which can be easily altered using techniques of quantitative analysis. A map can be input or output in a **GIS**, but the output may also be one or more data sets. In the plural, the term refers to the field within the earth sciences, which is devoted to the study of computer-based systems for analyzing spatial data.

geographic name

The name most commonly used to identify a specific geographic location, feature, or area, preferred by catalogers in establishing the correct form of entry, not necessarily the same as the political name (*example*: **France** instead of Republique francaise). Click here to connect to *Geographic Names and the World Wide Web*, a Web page hosted by the Cataloging Policy and Support Office of the Library of Congress. Synonymous with *place name*. ***See also***: corporate name, personal name, and *Getty Thesaurus of Geographic Names*.

geographic subdivision

In library classification, the subdivision of a class by geographic location (region, country, state, city, etc.). For example, in Library of Congress Classification the subdivision of the class **P** (literature) into **PR** (English literature), **PS** (American literature), etc. Also, the extension of an existing subject heading by the addition of a subheading indicating the place or geographic unit to which it applies (*example*: **School violence--United States**). In the Library of Congress subject headings list, the option to subdivide geographically is indicated by the note *(May Subd Geog)* or *(Not Subd Geog)*). Synonymous with *local subdivision* and *place subdivision*.

geological survey

An organization that prepares and publishes maps, charts, and other cartographic material concerning the geography of a specific nation and its territories, usually with government approval or sponsorship (*example*: U.S. Geological Survey). In libraries without a separate map section, publications of the USGS may be shelved in the government documents collection.

geologic map

A map that shows the distribution of the different types of rock and sediment lying beneath the surface of a specific region, usually by means of color, shading, and/or printed symbols. Major fault lines, mineral deposits, fossils, and the age of rock formations may also be indicated.

German Library Association (DBV)

Founded in 1949 with headquarters in Berlin, the **Deutscher Bibliotheksverband e. V.** promotes library services and professional librarianship in Germany, and publishes the journal *Bibliotheksdienst*. Click here to connect to the **DBV** homepage.

Getty Thesaurus of Geographic Names (TGN)

A searchable database of controlled vocabulary, containing over one million names and other details concerning places, maintained on the Internet by the Getty Research Institute in Los Angeles, California. Although the terms are not linked to maps, longitude and latitude are given in each entry, with the place name's position in a hierarchy of geographic names. Click here to connect to ***TGN***.

ghost

A work or edition of a work recorded in bibliographies, catalogs, or other sources, of whose actual existence there is no conclusive evidence. Synonymous with *bibliographical ghost*.

ghost writer

A person who writes or prepares a work for, and in the name of, another person who may be famous but is usually not a writer by profession. Autobiographies and memoirs are often written in this way. A ghost writer is normally paid for his or her services, and may or may not be listed on the title page as joint author.

GIF

An acronym for **G**raphics **I**nterchange **F**ormat, one of the two most commonly used file formats for storing graphic images displayed on the World Wide Web (the other being JPEG). An algorithm developed by Unisys, **GIF** is protected by patent, but in practice the company has not required users to obtain a license. The most recent version of **GIF** supports color, animation, and data compression. Pronounced *jiff* or *giff* (with a hard *g*).

gift

One or more books or other items donated to a library, usually by an individual, but sometimes by a group, organization, estate, or other library. In academic libraries, desk copies and review copies are sometimes received as gifts from members of the teaching faculty. Donated items are usually evaluated in accordance with the library's collection development policy, and either added to the collection or disposed of, usually in a book sale or exchange with another library. Compare with donation.

gift book

An elaborately printed, expensively illustrated, ornately bound book of poetry or prose, usually published annually, popular as a gift item during the early part of the 19th century. Also known as a *keepsake*. In modern usage, a book purchased as a gift for another person (or persons). Coffee table books are often purchased for this purpose. Also spelled *giftbook*.

gigabyte (GB)

See: byte.

GIGO

In computing, an initialism that stands for "garbage in, garbage out," a slang expression for the axiom that the quality of output a user receives from a computer is directly proportional to the quality of the input submitted.

gilt edges

In deluxe editions, gold leaf is sometimes applied to the head, tail, and/or fore-edge of each copy, then burnished to create an especially luxurious appearance. In the book trade, the abbreviation "ge" means *gilt edges*, "aeg" means *all edges gilt*, "gt" means *gilt top*, and "teg" means *top edge gilt*. Left unburnished, a gilt edge is called *antique*.

GIS

See: geographic information system.

given name

One or more names chosen for a person, usually by the parents at birth or christening (*example*: **Emily**), sometimes the same as that of a living relative or ancestor, but distinct from the surname identifying members of the same family (*example*: **Dickinson**). Given names can be compound (*example*: **Marie-Louise**). Compare with first name.

glair

An adhesive preparation made from egg whites, used in edge gilding and tooling to permanently fix silver and gold leaf. Glair is usually purchased dry as albumen and mixed with water or vinegar prior to use. It melts with the application of heat and sets up quickly as soon as the hot finishing tool is removed, securing the leaf firmly to the surface. Also spelled *glaire*.

glaire

See: glair.

glassine

A type of thin, dense, translucent glazed paper sometimes used to protect the covers of new books. Also used for panels in window-envelopes and as wrapping material because it is resistant to the passage of air, water, grease, etc.

GLBTRT

See: Gay, Lesbian, Bisexual, and Transgendered Round Table.

glitch

A malfunction in the hardware of a computer system, usually temporary or random, sometimes difficult to distinguish from a bug in the software. In a more general sense, any unanticipated problem that brings a process to a halt. Also spelled *glytch*.

globe

A representation of the surface of the earth, or of another celestial body, on a relatively permanent spherical object. A globe is usually more accurate than a map because it is free of the distortion inherent in a two-dimensional representation of a three-dimensional object. Globes are made of heavy paper, papier-mache, cardboard, plastic, metal, or glass, mounted on a full- or half-meridian axel, in a free cradle, or with gyroscopic support. Expensive models may be illuminated and/or animated for special effect. In the United States, the most common sizes are 12 inches and 16 inches in diameter.

gloss

In old manuscripts, an explanation, definition, or interpretation of a word or phrase, sometimes in a more familiar language, written on a margin, above the line of text to which it refers, or in a special appendix called a glossary, compiled by a person known as a *glossator*, *glossographer*, or *glossarist*. In modern printing, a note on the

left- or right-hand margin is called a side note and is usually set in a type size smaller than that of the text to which it refers. Compare with interlinear matter.

Also refers to a deliberately misleading interpretation.

glossarial concordance

See: concordance.

glossarial index

An index at the end of a book (or set of books) that includes in each entry a definition or description of the term indexed, as well as the page number(s) referenced.

glossary

An alphabetical list of the specialized terms related to a specific subject or field of study, with brief definitions, often appearing at the end of a book or at the beginning of a long entry in a technical reference work. Long glossaries may be separately published, for example, ***The ALA Glossary of Library and Information Science*** (1983). Compare with dictionary, lexicon, and vocabulary. ***See also***: gloss.

Also refers to a list of equivalent synonyms in more than one language.

gloss ink

Printing ink that appears shiny even when dry because it contains a higher than normal proportion of varnish, used mainly in display work.

glossy

A finish in which the surface of paper or board is given a smooth, shiny coat of varnish to enhance the appearance of visual material (illustrations, posters, etc.). Most magazines are printed on glossy paper to attract readership, as are dust jackets to heighten the sales appeal of new books. In publishing, the term also refers to a photograph printed on smooth, shiny paper, the format preferred by printers in reproduction work.

glue

A type of adhesive made from protein derived from the collagen in animal by-products (bone, hooves, hides, etc.) boiled to form a brownish gelatin that can be thinned with water. Most glues are not suitable for use in binding because they become brittle with age. Compare with paste.

gluing off

In bookbinding, the application of adhesive to the binding edge of a book, after the sections have been sewn and before the steps called rounding and backing. The adhesive is forced between the sections to help hold them together. Compare with pasting down.

glyphic

In printing, a typeface derived from a carved or chiseled form, rather than from a calligraphic hand.

GMD
: ***See***: general material designation.

gnawed
: A book that shows signs of having been chewed by an animal on at least one edge or corner, a condition that reduces its value considerably in the used book market, and makes it a candidate for weeding in libraries.

goal
: In strategic planning, a general direction or aim that an organization commits iself to attaining, in order to further its mission. Goals are usually expressed in abstract terms, with no time-limit for realization. The specific means by which they are to be attained is also left open. Compare with objective.

goatskin
: Leather made from the skin of a goat, used extensively in hand bookbinding. Older books bound in fine-quality goatskin, known in the antiquarian book trade as morocco, can be very valuable. The names of the various types of goatskin reflect their place of origin (Levant, Niger, etc.).

GODORT
: ***See***: GOvernment DOcuments Round Table.

goffered edges
: ***See***: chased edges.

gold foil
: An inexpensive substitute for gold leaf, made by spraying a thin deposit of gold or a look-alike substitute onto an adhesive backing, used extensively to decorate edition bindings and library bindings, and also in hand-binding when economy is desired. Syonymous with *blocking foil*.

gold leaf
: Gold beaten by hand or mechanical means into very thin sheets, used in bookbinding to embellish lettering, tooling, and the edges of the sections. The gold leaf used in bookbinding is sold in sheets 3 1/2 inch square, made from an alloy of 23 carat gold, and 1 carat silver and copper, beaten to a thinness of 1/200,000-1/250,000 of an inch. Silver is used less often for the same purpose. Compare with gold foil. ***See also***: burnish.

gone to press
: A term used in printing to indicate that the process of preparing the final plates for a work has commenced. Subsequent changes or corrections must be added as errata after printing is completed. In newspaper publishing, the corresponding term is *gone to bed*.

Gopher
: Before the World Wide Web was developed, files and resources available on the Internet were accessed by means of a hierarchical menu system installed on a *Gopher*

server (named after the mascot of the University of Minnesota where the software was developed). Although they have fallen into disuse since the introduction of graphical Web browsers, Gopher servers have two advantages over Web search engines: they list Internet resources of *all* types (FTP files, Usenet newsgroups, etc.), not just Web sites, and they present resources in a logical hierarchy of directories created by a human being, rather than relying on an automated Web crawler ("spider") to locate information. The tools developed for searching Gopher file directories are named ***Veronica*** and ***Jughead***. Gopher addresses begin with the prefix **gopher://**. Click here to connect to a list of Gopher servers maintained by the University of Minnesota.

gothic

A style of dark, angular script executed with a broad-nib pen, widely used as a book hand in northern Europe during the late medieval period and adapted as a typeface in early printed books, particularly Bibles and other devotional works. Also refers to any modern typeface resembling gothic script, characterized by compressed letterforms, broad main strokes, fine hair strokes, regular verticals, uniform counters, diagonal couplings, and a lack of curves. The first book printed in Europe from movable type (the *Gutenberg Bible*) was set in gothic type. Synonymous with *black letter* and *lettre de forme*. Compare with roman and white letter. ***See also***: rotunda and textura.

gothic novel

Originally, a type of novel in which a medieval castle formed the setting for a plot with chillingly sinister overtones, intended to evoke irrational fear in the heart of the reader. Horace Walpole's ***Castle of Otranto, A Gothic Story*** (1764) established this genre. In modern usage, a subgenre of romance fiction, popular during the 18th and early 19th centuries, in which the setting is dark and gloomy, the action grotesque or violent, the characters strange or malevolent, the plot mysterious, and the mood often one of decadence or degeneration (*example*: ***Wuthering Heights*** by Emily Bronte). Synonymous with *roman noir*. ***See also***: mystery.

gouge

A nick or hole made accidentally in the cover or spine of a book. Also refers to a finishing tool used in bookbinding to make curved lines on a book cover.

governance

The arrangements by which the faculty and administration of an academic institution control and direct institutional affairs (bylaws, elective offices, committees, etc.). In some academic libraries, participation in governance may be a factor in tenure and promotion decisions affecting librarians who have faculty status.

government agency

A unit of government authorized by law or regulation to perform a specific function, for example, the U.S. Government Printing Office (GPO) authorized to collect, publish, and distribute government documents to the American public. Each agency of the U.S. federal government normally maintains its own records, which may or may not be publicly accessible depending on whether its activities are exempted from public disclosure under the *Freedom of Information Act (FOIA)*.

government archives

A government agency authorized by legislation to provide centralized archival services for all, or a portion of, the agencies or units that administer a country's government (legislative, executive, and judicial). For the federal government of the United States, that agency is the National Archives and Records Administration (NARA). Each of the 50 U.S. state governments maintains its own state archives, sometimes as a unit of the state library.

government documents

Publications of the U.S. federal government, including hearings, bills, resolutions, charters, statutes, reports, treaties, periodicals (*example*: ***Monthly Labor Review***), and statistics (U.S. Census). In libraries, federal documents are usually shelved in a separate section by SuDocs number. ***See also***: depository library, GPO, and GODORT.

Government Documents Round Table (GODORT)

A permanent round table within the American Library Association, **GODORT** has a membership of government documents librarians and others who have an interest in government documents collections and librarianship. **GODORT** publishes the quarterly journal *DttP: Documents to the People*. Click here to connect to the **GODORT** homepage.

government library

A library maintained by a unit of government at the local, state, or federal level, containing collections for the use of its staff. Some government libraries have a wider mandate that includes accessibility to the general public (*example*: Smithsonian Libraries & Archives). Government librarians are organized in the Government Documents Round Table (GODORT) of the American Library Association. ***See also***: federal library, military library, national library, and state library.

GPO

The U.S. **G**overnment **P**rinting **O**ffice, the government agency responsible for collecting, publishing, and distributing federal government information. The **GPO** publishes a printed index to government documents under the title ***Monthly Catalog of U.S. Government Publications***. Its online equivalent is *GPO Access*, funded by the Federal Depository Library Program. The British counterpart is Her Majesty's Stationery Office. Click here to learn more about **GPO**.

GPO Access

A service of the U.S. Government Printing Office that provides free electronic access to over 1,500 databases of government information, including the *Federal Register*, *Code of Federal Regulations*, and *Congressional Record*. ***GPO Access*** is funded by the Federal Depository Library Program under the Government Printing Electronic Information Enhancement Act of 1993 (Public Law 103-40). Click here to learn more about ***GPO Access***.

grace period

A designated period of time following the due date during which a borrower may

renew an overdue item or return it to the library without incurring a fine. To encourage the return of long overdue materials, some libraries also set aside one day (or several days) each year during which overdue items may be returned without penalty. Not all libraries provide a grace period. Synonymous with *amnesty period* and *fine-free period*.

graduate library

The academic library at a university that maintains separate collections (and usually facilities) for undergraduates and graduate students, containing the major research collections, staffed and equipped to meet the information needs of graduate students and faculty.

grain

In a sheet of machine-made paper or board, the direction in which most of the fibers lie, determined by forward movement of the papermaking machine in manufacture. Books are printed with the grain parallel to the spine because paper bends more readily with the grain than against it. One way to determine the grain in a sheet of paper is to do a *tear test*--paper tears more cleanly with the grain than across it. There is little or no grain in a sheet of handmade paper. Woven material used as covering material in bookbinding also has grain--as a general rule, the warp threads run parallel to the spine. Grain in leather depends on the direction in which the hairs lay before removal, indicated by tiny puncture marks on the surface. ***See also***: against the grain and cross-grain.

gramophone record

See: phonograph record.

grangerized

An edition into which illustrations, letters, and/or other matter is inserted after publication. The practice began in 1769, when James Granger (1723-1776) published ***A Biographical History of England*** containing blank leaves for the insertion of portrait engravings after printing. Synonymous with *privately illustrated*. ***See also***: extra-illustrated.

grant

Funds received from a private foundation (*example*: Council on Library and Information Resources) or government sponsored organization (*example*: National Endowment for the Humanities) by an individual, group, or institution, in support of a worthy project or cause. In most cases, the recipient must compete for such funds by submitting a proposal. The art of obtaining grants is called grantsmanship. Guides for proposal writing are available in academic libraries and large public libraries. Information on funding sources can be found in the ***Annual Register of Grant Support*** published by R. R. Bowker and ***The Foundation Directory*** published annually by The Foundation Center. ***See also***: matching grant.

grant-in-aid

Funds received by a library or library system from a state or federal government agency in support of regular operations, or a special project or program, as opposed to

funds derived from the community or district served. In most cases, the library must apply in a competitive process by submitting a proposal (*example*: certain LSTA funds).

grantsmanship

The art of successfully obtaining and administering grants and grants-in-aid, including the ability to recognize when an idea is fundable, locate funding sources, research the information necessary to fill out the application, establish a realistic timetable, write the proposal, and manage the grant process once funding is approved. When grant funding is a high priority, a college or university usually employs a trained and experienced *grants administrator* to help teaching faculty and librarians negotiate the process.

granularity

The level of descriptive detail in a record created to represent a document or information resource for the purpose of retrieval, for example, whether the record structure in a bibliographic database allows the author's name to be parsed into given name and surname.

graph

A diagram that shows 1) quantity in relation to a whole (pie graph), 2) the distribution of separate values of a variable in relation to another (scatter graph), or 3) change in the value of a variable in relation to another, for example, the change in the average price of a journal subscription over time (coordinate graph, histogram, etc.).

The suffix **-graph**, derived from the Greek word *graphos* ("writing"), refers to something written, as in *autograph* or *monograph*, or something that writes or records, as in *photograph*.

graphic

Any two-dimensional nontextual, still representation. Graphics can be opaque (illustrations, photographs, diagrams, maps, charts, graphs, etc.) or designed to be viewed or projected with the aid of optical equipment (slides, filmstrips, etc.). Magazines and art books usually contain a high proportion of graphic material. The graphic design of the dust jacket is important in marketing new books. Computer graphics are created with the aid of graphic design software. ***See also***: animated graphics, graphical user interface (GUI), thumbnail, and American Institute of Graphic Design.

In printing, a typeface that appears to have been drawn, rather than derived from a calligraphic hand or lapidary precursor.

graphic novel

A term coined by Will Eisner to describe his semi-autobiographical novel ***A Contract with God*** (1978), written and illustrated in comic book style, the first work in a new genre that presents an extended narrative as a continuous sequence of pictorial images printed in color and arranged in panel-to-panel format, with dialogue enclosed in balloons. A precursor can be found in the *picture story* albums of the 19th century

Swiss writer Rodolphe Topffer, who also wrote novels in conventional form. This new literary form is viewed with suspicion by traditionalists who regard it as a marketing ploy aimed at attracting adult readers to comic books by removing the stigma attached to them.

graphical user interface (GUI)

A computer interface that allows the user to provide input and receive output interactively by manipulating menu bars, icons, and movable, resizable windows by means of a keyboard or pointing device such as a mouse. GUIs are used in Web browsers and in most word processing, spreadsheet, and graphics applications. The quality of a GUI depends on its functionality and usability. Pronounced "gooey." Synonymous with *graphic user interface* and WIMPS. ***See also***: Macintosh and Windows.

graticule

A grid composed of horizontal and vertical lines printed over an image, such as a map, to assist the viewer in locating specific features. In an atlas, the grids are usually keyed to a gazetteer of place names giving page number and grid coordinates for each entry.

gray literature

Printed works such as reports, internal documents, PhD dissertations, master's theses, and conference proceedings, not usually available through regular market channels because they were never commercially published, listed, or priced. Alternative methods of supply and bibliographic control have evolved in response to the need of libraries to preserve and provide access to such material. In the United States, the gray literature of science and technology is indexed in the NTIS database. Theses and dissertations are indexed and abstracted in *Dissertation Abstracts International* and are available in hard copy via *Dissertation Express*. Also spelled *grey literature*. Compare with ephemera. ***See also***: semipublished.

gray scale

Variations in the density of black, arranged in sequence (usually from 10% to 90%) for use in printing and film developing.

Greenaway Medal

A literary award presented annually since 1956 by the Library Association (UK) to the artist judged to have produced the most distinguished work in the illustration of children's books published in the United Kingdom during the preceding calendar year. Click here to view a list of Greenaway Medal winners. Compare with Carnegie Medal. ***See also***: Amelia Frances Howard-Gibbon Illustrator's Award and Caldecott Medal.

Greenaway Plan

A form of blanket order plan in which a large library or library system agrees to receive from a publisher for a nominal price one advance copy of all the trade books it publishes, to encourage acquisitions librarians to order selected titles in advance of publication. The publisher relies on the probability that enough titles will be ordered

in multiple copies to cover its costs. The plan is named after Emerson Greenaway, the librarian at the Philadelphia Free Library who conceived the idea in 1958.

green paper

A printed document issued in green paper covers by a ministry or department of the British government to elicit public comment and debate on a proposed new policy (or change in an existing one). The practice began in 1967. Compare with white paper.

grey literature

See: gray literature.

grid

Two sets of parallel lines intersecting at right angles, usually at regular intervals, which when superimposed on a map or other two-dimensional surface, can be used to locate specific points by means of coordinates, usually a sequence of numbers or letters printed across the top and/or bottom margin, with a second sequence along one or both sides.

grievance

In the workplace, a formal complaint concerning a specific action or policy, set of circumstances, or persistent condition, addressed by an employee or group of employees to management, to a special committee established to hear grievances, or to some other appropriate authority, to protest its unfairness and request a remedy. Most organizations have an established procedure for filing grievances and negotiating their settlement. In library employment governed by collective bargaining agreement, the grievance procedure and conditions under which it applies may be explicitly stated in the contract.

groupware

Computer software designed to support more than one user connected to a LAN, usually colleagues working together on related tasks whose offices are not in the same location. Although groupware is an evolving concept, most products include a messaging system, document sharing and management software, a calendaring and scheduling system for coordinating meetings and tracking the progress of group projects, electronic conferencing, and an electronic newsletter (*example*: ***Lotus Notes***).

guard

A flexible strip of cloth or strong paper inserted along the inner margin between two leaves prior to sewing the sections of a book, used to mount a plate or insert too stiff to turn like a normal page. Synonymous in this sense with *hinge*. Also, a strip of paper or other material added to reinforce a signature in a book. ***See also***: security guard.

GUI

See: **g**raphical **u**ser **i**nterface.

guide

Information provided by a library, usually in the form of a printed handout or leaflet, that 1) explains how to use a library service (online catalog, interlibrary loan, etc.); 2) describes important resources on a subject (**World War II**), in a discipline (**history**), or of a specific form (periodical articles, government documents, biography, etc.); or 3) explains how to accomplish something (compile an annotated bibliography, cite sources in a particular bibliographical style, etc.).

In archives, a type of finding aid that provides a summary or general description of the contents of an archival collection, or that describes archival holdings related to a specific subject, geographic area, period in history, etc., or of a certain type of material (diaries, letters, photographs, etc.).

guidebook

A handbook that provides useful current information for travellers to a city, state, region, country, or other geographic area, or for visitors to a museum, park, historical site, etc.

guideword

See: catchword.

guillemets

French quotation marks printed << like this >>, also seen in some German texts. Synonymous with *duck-foot quotes*.

guillotine

A power-driven or hand-operated machine with a long, sharp-edged blade, used in binding to cut and trim large numbers of flat or folded sheets to the desired dimensions.

Gutenberg Bible

The earliest known book to have been produced from movable type, probably printed between 1450 and 1455 at Mainz, Germany by Johann Gutenberg and his associate Peter Schoffer, with the financial assistance of a merchant named Johann Fust. Also known as the ***Mazarin Bible*** because a copy was found by a French bookseller in the private library of the bibliophile Cardinal Mazarin (1602-1661) one hundred years after his death. It is a Latin bible printed in black ink in gothic type set in two 42-line columns per page. Of approximately 180 copies printed, only forty-eight copies are known to have survived, which makes them very rare and valuable. Twelve are printed on vellum and thirty-six on paper. The British Library owns two copies, and the Bibliotheque nationale de France one. In the United States, there are thirteen copies, one each at the Library of Congress, the New York Public Library, the Huntington Library in California, and libraries at Harvard, Princeton, and Yale. The Pierpont Morgan Library in New York City owns three copies. Click here to see digital images of the beautifully illuminated copies in the British Library collection. ***See also***: incunabula.

Gutenberg, Johann, c. 1399-1468

A goldsmith by trade, Johann Gensfleisch zum Gutenberg is credited with the

invention printing from movable type, probably at Mainz in Germany. His first printed work was a 42-line Bible set in gothic type probably printed no later than 1456. Uncertainty regarding Gutenberg's accomplishment arises from the lack of recorded information about his life and the fact that no extant work bears his name, nor have any of his presses survived. The printing press spread rapidly to the Netherlands, Italy, France, and England, becoming well-established in Europe by the 1480's. The Gutenberg Museum was established in Mainz in 1900 as a center for the study of Gutenberg's life and work, and early history of typography.

gutter

The blank space formed by the inner margins of facing pages in an open book, from the binding edge to the area that bears printed matter. The width of the gutter is an important factor in determining whether a book can be rebound.

gutter press

Tabloid newspapers and magazines that publish salacious gossip, usually of a personal nature concerning the lives of prominent people. Synonymous with yellow press.

gutting

The practice, abhorred by publishers, of reviewing a book, not by critically evaluating its strengths and/or weaknesses, but by revealing the main lines of its plot, ruining the experience of first-time readers. Also refers to the practice in publishing of carefully quoting out of context, in the blurb on the dust jacket and in advertising, only the most complimentary passages from reviews which, in their entirety, expressed mixed or even negative opinions of the work.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

H

hachure

A series of short lines drawn or printed on a land map to indicate gradient: long thin, widely-spaced lines indicating a moderate grade and short, thick, closely-spaced lines a steep grade, with direction of slope indicated by direction of line. *Hachuring* is common on maps produced by the National Geographic Society and the U.S. Forest Service.

hacker

A slang term for a person with extensive knowledge of computers and computing, who uses his skills to access supposedly secure computer systems for the intellectual challenge such activities provide. The best hackers take pride in leaving no "tracks" to reveal their presence. Compare with cracker. ***See also***: security.

hagiography

A form of biography, widespread during the Middle Ages and Renaissance, in which the life described is that of a saint. Also refers to a book containing such writing, often a collective biography covering the lives of two or more saints. An author who writes about the lives (and legends) of saints is a *hagiographer*.

half-binding

A style of bookbinding in which the spine and corners are covered in a different material than the sides, usually selected for greater durability. Compare with full binding, quarter binding, and three-quarter binding. ***See also***: half cloth and half leather.

half cloth

A book bound in a cloth spine and paper-covered boards. Synonymous with *half linen*.

half-duplex

See: duplex.

half leather

A book with spine and corners covered in leather and the rest of the binding in paper or cloth. Compare with quarter leather.

half-title

The title of a book as printed, in full or in brief, on the recto of a leaf preceding the title page, usually in a smaller size of the font used to print the title on the title page. In books published in series, the series title page often appears on the verso of the leaf bearing the half-title.

The use of half-titles dates from the 17th century and may have evolved from the practice of including a blank leaf to protect the title page from wear. In modern printing, the half-title helps the printer identify the work to which the first sheet belongs. In some editions, the half-title also appears on the recto of a leaf separating the front matter from the first page of the text. Also spelled *half title*. Synonymous with *bastard title* and *fly-title*.

halftone

Art made ready for printing by photographing the image through the fine, diagonally crossed lines of a screen made of glass or film, converting it into a field of tiny graded dots that reproduce by optical illusion the tonal values of the original. Halftone screens range from 50-200 rulings per inch. The finer the screen, the greater the range of tonal values. Printing papers with a smooth finish require a finer screen than coarse papers. Also refers to a print made by this process. Also spelled *half-tone*. Compare with line art.

half uncial

The stage in the development of Latin calligraphic letterforms at which cursive characteristics and ligatures were added to the uncial style, and ascenders and descenders introduced. A transitional phase on the path to Roman minuscules, half-uncial script was used as a book hand in Europe from the 7th to the 9th century.

Synonymous with *semi-uncial*. ***See also***: Carolingian minuscule.

half yearly

See: semiannual.

handbill

A small notice or advertisement printed on a single unfolded sheet, intended for distribution by hand, but also used as a poster. ***See also***: broadside.

hand-binding

The art and craft of binding books by hand without the aid of mechanization. Medieval manuscripts and early printed books were hand-bound in wooden boards covered in leather. Today, trade editions are case bound and hand-binding is limited to fine books.

handbook

A single-volume reference book of compact size that provides concise factual information on a specific subject, organized systematically for quick and easy access. Statistical information is often published in handbook form (*example*: ***Statistical Handbook on the American Family***). Some handbooks are published serially (***CRC Handbook of Chemistry and Physics***). Synonymous with vade mecum. ***See also***: manual.

handheld computer

See: personal digital assistant (PDA).

handout

A printed sheet, or group of sheets, usually stapled together at one corner, intended for distribution during an oral presentation or instruction session to give the attendees a record of content covered (summary, outline, hard copy of *PowerPoint* slides, etc.) or provide supplementary or complementary information (supporting data, examples, suggestions for further reading, contact information, etc.).

hands-on

A library instruction session or one-on-one reference transaction in which the student or patron has the opportunity to practice, usually at a computer workstation, research techniques demonstrated by the instructor or reference librarian.

hang

Having a computer freeze during a session so that it does not respond to user input, usually with no indication of the probable cause. Downloading a very large data file can create the appearance of a *hang-up*. Closing the application or rebooting will usually get the system unstuck, but unsaved data will be lost in the process.

hanging indention

A form of indention in which the opening line is flush with the left-hand margin and subsequent lines are indented one or more spaces. Used in typed and printed catalog cards and in some styles of bibliographic entry. Hanging indention is used for the terms and definitions in this online dictionary.

hard copy

A printed copy of a document or record that exists in machine-readable format (digital, microform, etc.). Also used in a more general sense to refer to printed matter, as opposed to its nonprint equivalent. Compare with printout.

hardcover

A book bound in an inflexible board case or cover, usually covered in cloth, paper, plastic, leather, or some other durable material, as distinct from a book bound in a cover made of flexible material. In modern publishing, a new trade title is usually issued first in hardcover, then in a paperback edition after sales in hardcover decline. Synonymous with *cloth bound*, *hardback*, and *hard bound*. Compare with softcover.

hard disk

A magnetic medium capable of storing a large quantity of data, which resides permanently within a computer, as opposed to a portable disk (floppy, Zip, etc.) that can be inserted in a disk drive by the user whenever a data file needs to be opened or saved, and removed once the operation is completed. In microcomputers, the hard disk is usually the **c:/** drive. In networked systems, users may also have access to a portion of the *hard drive* on a shared server.

hardware

Mechanical, electrical, electronic, or other physical equipment and machinery associated with a computer system, or necessary for the playback or projection of nonprint media. Basic microcomputer hardware includes a central processing unit (CPU), keyboard, and monitor. The *TechEncyclopedia* describes the distinction between hardware and software as the difference between "storage and transmission" and "logic and language." ***See also***: peripheral.

hardwired

A term that originally referred to a computer device containing unalterable circuitry designed to perform a specific task, as opposed to circuits that are programmable or controlled by a switch. However, the meaning has broadened to include constants built into computer software. Synonymous in this sense with *hard-coded*. In a more general sense, hardware or software that cannot be modified.

hash

See: hashmark.

hashmark

The symbol **#** used to represent the word "number" in lists and street addresses, in touch-tone telephone systems that allow the caller to key input, in Web addresses (URLs) to create a link to another location in the same document, etc. Abbreviated *hash*.

head

The top edge of a book. Also refers to the margin at the top of a page, as opposed to the margin at the tail or foot of the page. Also, a word or phrase used as a brief headline in a book or periodical.

headband

In bookbinding, a band of woven cotton or silk, sometimes colored or multi-colored, glued or sewn to the back of a book at the head, to protect the end of the bound sections and take the strain off the covering material at the top of the spine when the volume is pulled from the shelf. The corresponding band at the lower end of the spine is called the *tailband*. Collectively, the headband and tailband are known as *endbands*.

Originally, the headband and tailband were a part of the sewing of a book, holding the sections together securely, but because they prevented the edges of the sections from being trimmed after sewing, their primary function was transferred to the kettle stitch, and endbands began to be glued on with the lining. In early bindings and fine binding, embroidered headbands also serve a decorative purpose. Compare with headcap.

Also refers to a decorative band printed at the top of a page or at the beginning of a chapter in older books. Synonymous in this sense with headpiece and *head ornament*.

headcap

The thickened edge at the upper end of the spine of a leather-bound book, created by inserting a piece of cord inside the turned-in end of the covering material after the text block has been attached to the cover. The same edge at the lower end of the spine is called the *tailcap*. Compare with headband.

header

The lines at the beginning of an e-mail message that display the e-mail address and (in some mail systems) the name of the sender (To:) and recipient (From:), any delivery options (CC:), and the subject of communication (Subj:), as opposed to the footer at the end of the message and the body containing the text.

heading

The name of a person, corporate body, or geographic location; the title proper of a work; or an authorized content descriptor (subject heading), used as an access point in a catalog or index. In library cataloging, form headings are also used. In *AACR2*, form of entry is subject to authority control. ***See also***: main heading and subheading.

Also, a line of type printed on a separate line at the beginning of a section of text in a chapter or other division of a work, indicating the following content in a few descriptive words, usually distinguished from the text typographically (boldface, larger type size, italic).

headline

A few words printed in large display type across the top of the front page of a newspaper to give prominence to the most important news story of the day, or above the text of one of the other articles in the newspaper to give the reader a sense of its content. Headlines are carefully worded to capture the reader's interest. ***See also***: banner.

Also refers to a uniform line of type printed at the top of the page in a book, giving

the page number and running title, usually on the verso, or the chapter title or subject of the chapter or page, usually on the recto. Synonymous in this sense with *page head* and *running head*.

headnote

A brief explanatory note printed at the beginning of a chapter, short story, poem, or other work, to serve as a preface.

headpiece

A decoration printed in the blank space at the beginning of a chapter or other division of a book, usually a printer's ornament or a small illustration done by a professional illustrator. Also spelled *head-piece*. Synonymous with headband and *head ornament*. Compare with tailpiece. ***See also***: sinkage.

headword

A word or phrase used as a main entry in a dictionary or encyclopedia, usually printed in boldface or some other distinctive type at the beginning of a definition or other entry. In most dictionaries, headwords are arranged in a single alphabetical sequence. In classified reference works, headwords may be listed alphabetically within each section, usually with a subject or keyword index to the entire work at the end of the last volume.

health science library

See: medical library.

hearings

Publications of the U.S. federal government containing the transcripts of testimony given before Congressional committees and subcommittees, usually available in the government documents section of a library. Congressional hearings are also available online via *GPO Access*. Not all hearings are published by the U.S. Government Printing Office. In a more general sense, the printed transcript of testimony given before any government committee or executive body authorized to hold investigative or fact-finding proceedings. ***See also***: freedom of information .

height

The dimension of a book or other bound item from head to tail, usually greater than its width, the exception being volumes square or oblong in shape. In the library cataloging, the height of a book is given in centimeters in the physical description area of the bibliographic description. In many libraries, books over a certain height are labeled oversize and shelved in a separate section. Also refers to the vertical dimension of a unit of single- or double-faced shelving. Most commercially-made library shelving is sold in units 42, 60, 72, or 84 inches high. ***See also***: depth and shelf height.

help line

A telephone number that a person may call to receive assistance of a certain kind, for example, instructions or advice on how to use a specific type of computer hardware or software. Some help lines are more helpful than others. ***See also***: help screen.

help screen

The screen or sequence of screens in an online catalog, bibliographic database, or other application program, providing instructions to users who need assistance in learning how to use the system. In well-designed software, the help screens are context-sensitive. Compare with wizard. ***See also***: tutorial.

Her Majesty's Stationery Office (HMSO)

The government agency in the United Kingdom responsible for printing official government publications, and for regulating and licensing the use of all information produced by the government, the British equivalent of the U.S. Government Printing Office. Click here to connect to the homepage of the **HMSO**.

hermeneutics

The study of the art and science of interpretation and understanding, as opposed to the practice of exposition. The term originally applied to Biblical exegesis, but was subsequently extended to secular texts. In the 19th century, literary theorists recognized the paradox that understanding a work as a whole requires knowledge of its parts, but understanding the parts presupposes at least some knowledge of the whole. In the 20th century, as objectivity gave way to subjectivity in literary theory, interpretation was found to be rooted in culture and history, turning the meaning of a text into the history of its interpretations.

heuristic

From the Greek word *heuriskein* meaning "to discover." A course of action or method of problem-solving in which progress toward the best possible outcome or solution is continuously evaluated through trial and error. Both positive and negative results are incorporated as feedback into the discovery process, allowing procedure to be adjusted as the best next step is determined. Library research is usually a heuristic process.

hickie

Printer's slang for an unintended spot or defect on a printed page, usually caused by a speck of dust, lint, or dried ink on the printing plate or negative. Also spelled *hickey*.

hidden agenda

See: agenda.

hierarchical classification

A classification system in which the classes are subdivided on the principle of logical subordination, from the most general subjects to the most specific. Hierarchical classification can be broad or close. Click here to see the hierarchy in Dewey Decimal Classification. Synonymous with *analytic classification*. Compare with enumerative classification and synthetic classification. ***See also***: tree structure.

hierarchical force

In classification systems based on logical subordination, such as Dewey Decimal Classification, the basic principle that the attributes of a class (*example*: periodical) identified in the heading assigned to represent it and in certain explanatory notes,

apply to all its subdivisions (*examples*: newspaper, magazine, journal) and to all other classes to which reference is made in the notes.

hierarchic relation

A semantic relation between two terms in which the concept represented by one is a subclass of the concept represented by the other (*example*: Library books / Books).

hierarchy

The arrangement of classes in a classification system, from the most general to the most specific. In a classification schedule, hierarchy is usually indicated by indention, as in the following example from Dewey Decimal Classification:

700 The Arts
　　720 Architecture
　　　　725 Public structures
　　　　　　725.1 Government buildings
　　　　　　　　725.11 Legislative buildings

In an indexing language, logical hierarchy is indicated in the list of subject headings or thesaurus of descriptors by the codes BT (broader term) or NT (narrower term). In a more general sense, the arrangement of a set of terms or items by degree of specificity according to a given characteristic, for example, the sequence United States - New England - Massachusetts - Boston - Beacon Street, according to geographic location. ***See also***: tree structure.

hieroglyphics

From the Greek *hieros* ("sacred" or "powerful") and *glyphikos* ("carving"). A writing system in which pictures or symbols, rather than letters of a phonetic alphabet, are used to represent words, syllables, and sounds. The ancient Egyptians wrote in *hieroglyphs* that were not deciphered until the discovery of the Rosetta Stone in 1799. Click here to learn more about Egyptian hieroglyphs. Also refers to a form of written expression that is difficult to read or understand.

hieronym

A surname based on a sacred name (*example*: **Perse Saint John**).

high-demand

See: demand.

high fidelity

Any method of sound recording that minimizes distortion by reproducing such a wide range of audible frequencies that the result is very faithful to the original.

high-level domain

See: domain name.

highlight

To use a broad-tipped pen to mark in light-colored ink a section of text in a book or document, usually for future reference. College textbooks donated to libraries are

often heavily highlighted. In a similar fashion, the "edit" option in some computer applications allows the user to mark in a shaded or contrasting background portions of electronic text to be cut or copied. In a more general sense, to give prominence to the part of a whole that is the most outstanding, interesting, pertinent, useful, etc.

highlighting

Words, phrases, or passages of text marked in a book with a broad-tipped, brightly colored pen for future study. The presence of highlighting diminishes the value of a book for resale, particularly for collectors. As a general rule, donated materials containing highlighting are added to a library collection only in exceptional cases. Compare with underlining.

Highlighting is also used in some computer applications to edit text by positioning the cursor at the beginning of a word, phrase, or entire passage, holding down on the mouse button, and dragging the cursor to the end of the desired portion of text.

high-risk collection

An archival or library collection for which the likelihood of vandalism or theft is higher than normal due to its exceptional value (rare books) or unusual content (special collections). Tighter security precautions are taken, especially when such items are placed on exhibit.

Highsmith Inc.

A commercial company in the business of providing equipment, supplies, and furnishings to libraries and schools, marketed through its trade catalog. Click here to connect to the **Highsmith** homepage. ***See also***: Brodart and DEMCO.

high-speed

In computing, equipment that functions at a higher than normal speed, usually purchased at a premium. Also refers to a fast Internet connection (compare T3 with T1).

hinge

A narrow strip of muslin or paper, attached with adhesive along the line dividing the two halves of an endpaper to reinforce the flexible joint along which the body of a book is attached to the cover. In volumes lacking this reinforcement, the hinge is formed by adhering the covering material (leather, cloth, paper, etc.) directly to the fold in the endpaper.

Also refers to a narrow cloth or paper stub inserted along the binding edge between the pages of a book to allow a map or added leaf to flex easily when the volume is opened. Synonymous in this sense with guard.

histogram

A graph representing quantitative data in a series of vertical or horizontal bars or lines drawn from a base line. The position of each bar (or line) along the base indicates the class or value of one variable, with the length of the bar (or line) indicating the corresponding value of a second variable. A third variable can be added if the bars are displayed in groups and distinguished graphically, by color, shading, etc.

Synonymous with *bar graph*.

historiated border

An ornamental band around a miniature or portion of text on the page of an illuminated manuscript, decorated with figures of animals and/or human beings, sometimes in a scene illustrating the accompanying text. ***See also***: full-page border and historiated initial.

historiated initial

An initial letter in an illuminated manuscript, decorated with animal and/or human figures. sometimes in a scene that illustrates the accompanying text. Compare with figure initial and inhabited initial. ***See also***: historiated border.

historical atlas

A book of maps showing the progressive changes that have occurred over a given period of time in a geographic area or in the development of a spatial phenomenon (*example*: ***Historical Atlas of United States Congressional Districts, 1789-1983***).

historical bibliography

The branch of bibliography devoted to the study of the history and methods of book production, including hand-copying, illustration, publishing, printing, papermaking, binding, and preservation. Historical bibliography has merged with the field of book history.

historical fiction

A narrative in the form of a novel, set in a specific period of history or based on an event or sequence of events that actually happened. The characters may be completely fictional, but if they are known to have existed, their feelings, words, and actions are reconstructed and to some degree imagined by the author. The presence of dialogue in an historical work is usually a clue that the account is fictionalized. Sir Walter Scott established the genre in 1814 with the publication of ***Waverly***, a novel of life in the Scottish borderlands, followed by several more historical romances, including ***Ivanhoe*** (1819). Compare with nonfiction.

historical society

A nonprofit organization devoted to preserving the historical record of a state or municipality (*example*: Oregon), place (Martha's Vineyard), institution (U.S. Supreme Court), people (Huguenots), activity (Seafaring), or thing (Pipe organs). Well-established historical societies often support a public museum, maintain an archive or library for the use of members, and may publish books and other materials related to their sphere of interest. Click here to connect to a directory of the affiliates of the American Historical Association (AHA).

historical value

See: archival value.

history

See: search history.

history note

A brief note in an entry in a thesaurus of indexing terms, giving the date the descriptor was added to the list of preferred terms, and indicating any changes that have occurred in its meaning, scope, relationships to other terms, etc.

history of the book

See: book history.

history play

See: chronicle play.

hit

In information retrieval, a record retrieved from a database that matches the information need expressed in the query. The term is sometimes used loosely to refer to a record that satisfies the syntactic requirements of the query without necessarily meeting its semantic requirements (a false drop), but this is an imprecise use of the term. *Hit rate* is the percentage of all the records retrieved in a search that are relevant to the query. ***See also***: precision and recall.

hits

In information retrieval, the number of records retrieved from a database that are relevant to the query. In some databases, the number of hits is indicated *before* records are displayed, to enable the user to modify the search statement before viewing search results. Compare with false drop. ***See also***: precision and recall.

On the Internet, the number of times a particular site is visited during a designated period of time, which can be recorded by an automatic counter supported by the software running the site.

HMSO

See: **H**er **M**ajesty's **S**tationery **O**ffice.

hold

When a book or other item is currently on loan, most libraries permit another borrower to place a "hold" on it by contacting the circulation desk. The patron who has the item checked out will not be permitted to renew it, and the person placing the "hold" will be entitled to check it out after it has been returned. Some online catalogs include a feature that allows the user to place an item on hold without staff assistance.

holding area

In archives, a location specifically designated for the temporary storage of semicurrent records and materials, usually less accessible than the space allocated for current records.

holdings

The total stock of materials, print and nonprint, owned by a library or library system, usually listed in a catalog. Synonymous in this sense with library collection.

Also refers to all the copies, volumes, issues, or parts of an item owned by a library,

indicated in a holdings note in the record that represents the item in the catalog. ***See also***: open entry and closed entry.

holdings display
In a union catalog, a list of all the libraries and other participating institutions that own a specific item. In the OCLC *WorldCat* database, the three-letter OCLC symbols attached to the bibliographic record for an item, representing the institutions that own at least one copy, used in interlibrary loan to generate lender strings.

holdings note
A note added to the catalog record for an item in a library collection, indicating the copies, volumes, issues, or parts held by the library or library system in an open or closed entry, usually with information concerning the location of the item. For serials, separate notes may be provided for print and microform holdings. Compare with numeric and/or alphabetic, chronological, or other designation area.

holdings rate
The percentage of items requested by the users of a library that are in its collections. In most libraries, items not held locally may be borrowed on interlibrary loan (ILL) or obtained via document delivery service (DDS).

hollow
The open space between the cover and the back of a book in which the sections are not glued directly to the cover. A hollow back allows a book to open flat and stay open without damaging the spine.

hollow back
A type of binding in which the cover is *not* glued to the back of a book, leaving an open space that allows the binding to flex easily when the volume is opened, without cracking the spine. Most hardcover trade editions are bound with a hollow back. Synonymous with *loose-back* and *open back*. Compare with tight back.

holograph
A document written entirely in the handwriting of the person (or persons) to whom it is attributed. A holographic reprint is a reproduction of such a document, made by mechanical means. Also refers to a three-dimensional image of an object recorded on photosensitive film by the pattern of interference made by a split laser beam, in a process called *holography*.

homebound
A person unable to leave home to come to the library, usually for reasons of disability or ill health. To reach homebound patrons, public libraries have developed extension services such as books-by-mail, bookmobiles, and direct delivery.

homepage
The first or main page of a site on the World Wide Web, displayed whenever a user logs on to a Web browser and opens the site address (URL). The filename at the end of a homepage address is often *home.html*, *index.html*, *main.html*, or something similar. A well-designed homepage gives the title of the site, name of author, host,

date of last update, notice of copyright, table of contents, and links to subpages providing more detailed information about the site, usually the best starting point when navigating the site for the first time. Also spelled *home page*.

homework center

A space set aside in a public library, usually with established hours and assigned staff trained to provide clearly defined services to students in need of assistance with their homework assignments.

homily

A sermon that explains a point in the Christian *Bible*, usually accompanied by instructions for the congregation hearing it. In a more general sense, any tendentious, moralizing speech or lecture.

homograph

A word spelled the same as one or more other words, but different in meaning and sometimes in origin, for example, *current* (ocean) and *current* (up-to-date), but not *currant* (the fruit). Every effort is made to avoid homographs in indexing, but when necessary, a parenthetical qualifier is added to the heading, as in the Library of Congress Subject Heading **Mice (Computers)**. Compare with homonym and homophone.

homonym

A word pronounced the same as one or more other words, but different in meaning and origin (and usually in spelling), for example, ***plate*** (illustration) and ***plait*** (braid or pleat). The word "plate" is also a homograph: ***plate*** (food dish). Synonymous with homophone. Compare with synonym.

homophone

A word pronounced the same as one or more others, which has a different spelling, meaning, and derivation (***toad***, ***toed***, and ***towed***). Synonymous with homonym.

honorific title

A formal title conferred on a person by a recognized authority as a mark of honor, rank, nobility, or royalty (*example*: **Cardinal** Richelieu). In *AACR2*, an honorific title is included in a personal name heading only when commonly used in referring to the person. In such cases, the title follows the personal name and precedes the birth and death dates (**Newton, Isaac, Sir, 1642-1727**).

hornbook

See: horn book.

horn book

A type of child's primer used in England and America from the 15th to the 18th century, consisting of a sheet of parchment or paper bearing the letters of the alphabet, usually the first ten numerals, basic spelling rules, the Lord's Prayer, and sometimes a hand-colored illustration, protected by a thin, transparent sheet of cattle horn, mounted on an oblong bat of wood or leather with a projecting handle by which

it could be fastened to a child's girdle. Its paddle shape suggests that it may have been used in playing the game *shuttlecock*. The term is used in the title of *Horn Book Magazine*, a review publication devoted to children's literature. Also spelled *hornbook*. ***See also***: abecedarium and battledore.

Horn Book Magazine

Published since 1924, ***Horn Book Magazine*** provides articles, author interviews, editorials, columns, and lengthy reviews of children's books in each bimonthly issue. The title is derived from the name of an educational toy, called a horn book, used by young children from about the 15th to the 18th century. Click here to connect to the online version of ***Horn Book***.

horror

A subgenre of gothic fiction in which supernatural events, macabre effects, and obsessive introspection are combined with chilling suspense to produce in the reader a sensation of fear and revulsion. Early literary examples are Mary Shelley's novel ***Frankenstein*** (1818), the short story "The Fall of the House of Usher" (1839) by Edgar Allan Poe, and ***Dracula*** (1897) by Bram Stoker. In motion pictures, the earliest examples are ***The Cabinet of Dr. Caligari*** (1919) directed by Robert Wiene and ***Nosferatu*** (1922) by F. W. Murnau, two classics of German expressionism. More recent examples include Alfred Hitchcock's ***Psycho*** (1960) and episodes of Rod Serling's television series ***The Twilight Zone***. Compare with thriller.

hors texte

A French phrase meaning "outside the text," referring to illustrations not printed with the text, such as plates. They are usually numbered in roman numerals to distinguish them from illustrations printed *with* the text, which are numbered in arabic numerals or referenced by page number.

hospitality

In classification, the property that allows new classes to be added to a system of notation as needed, without requiring the alteration of previously established schedules.

hospital library

A medical library maintained within the walls of a hospital, containing a collection of print and online resources on medicine and allied health, to serve the information and research needs of doctors, nurses, patients, and staff, usually managed by a medical librarian.

host

A computer that serves as a source of data for other terminals or computers, for example, a central computer providing files to terminals connected directly to it, or a network server accessed by client machines. Also refers to the organization or institution that provides the server on which a Web site is installed, usually indicated in its Internet address.

host organization

The organization in which a special library functions as an administrative unit, for example, a museum that maintains a library on its premises for the use of curators, researchers, and members, or a corporation that maintains a library for the use of employees in their work.

hot-melt

A tough, flexible chemical adhesive used in commercial bookbinding. Solid at room temperatures, hot-melt adhesive liquifies under high heat. In perfect binding, it is applied to the binding edge of a book in a single shot at temperatures of 135-175 degrees C. Unlike the adhesives used in sewn bindings which take time to dry, hot-melt adhesive sets up in seconds as it cools, significantly reducing production costs. Unfortunately, it has a clamping effect which reduces openability, and it is not resistant to cold-crack which makes it unsuitable for bindings marketed in countries where winter temperatures are severe. Also spelled *hotmelt*. ***See also***: Otabind.

hot spot

An icon of any size, or portion of a larger image displayed on a computer screen, that functions as a live link to another file or document available on the same or a different server. When it is clicked with a pointing device such as a mouse, a coded instruction is executed to retrieve and display the linked material. Also refers to the precise pixels within a clickable icon or image which are sensitive to selection by the user.

hours

The times during a day, week, and year that a library is open to its users, usually posted near the front entrance and available by phone or via the library's Web site, including any days the library is not open, usually holidays. A library's hours are determined by the needs of its users and by budgetary constraints. Also refers to the times during which a specific service is available from a library, which may be shorter (or longer) than the hours the facility is open.

housekeeping

Routine chores that must be performed methodically in a library to maintain manual or automated systems in good order, usually delegated to a trained assistant, for example, the task of checking in serial parts in a timely manner to make them available to users and identify missing issues that need to to be claimed.

house organ

A periodical issued by a commercial or industrial organization for distribution internally to its employees and/or externally to its customers, not intended for wider publication. Synonymous with *house journal*. Compare with trade journal.

house style

The uniform standards of a publisher, printer, company, or organization with reference to writing style (grammar, syntax, usage, punctuation, etc.) and presentation (spelling, abbreviation, uppercase/lowercase, citation format, etc.) to be followed, in the absence of contrary instructions, in publications issued in its name, usually explained in a style sheet.

how-to publication

A book, pamphlet, or videocassette that provides practical information and advice about how to accomplish a task, acquire a skill, or achieve a desired result, usually in the form of step-by-step instructions accompanied by diagrams (*example*: home improvement and auto repair manuals). How-to titles are available in public libraries, shelved by call number in the nonfiction section. Compare with self-help publication.

HTML

See: **H**yper**T**ext **M**arkup **L**anguage.

HTML editor

Computer software designed to facilitate the creation of Web pages by relieving the designer of the necessity of typing the required HTML code from scratch (*examples*: ***Dreamweaver***, ***FrontPage***, and ***Netscape Composer***).

http://

Hyper**T**ext **T**ransfer **P**rotocol, the communications protocol used in Web browser software to establish the connection between a client computer and a remote Web server, making it possible for data files in HTML format to be transmitted over the Internet from the server to the client machine on which the browser is installed. Most Web browsers are designed to default to the prefix **http://** whenever a user enters a Web address (URL) without the prefix.

humanistic script

In 15th century Europe, the renaissance of interest in classical art and culture had a profound effect on calligraphy, producing a script that abandoned many characteristics of gothic letterforms and embraced some of features of the earlier Carolingian script, but in a more compressed form. Appearing concurrently with the invention of movable type, *scrittura umanistica* was quickly adapted by type founders, particularly the lowercase letters which are very close to the forms used in modern printing. According to Warren Chappell in ***A Short History of the Printed Word*** (1970), chancery script, from which italic developed, was a direct descendant of *scrittura umanistica*.

human resources

A collective term for all the people employed by a company, agency, organization, or institution. Also, the administrative department responsible for matters pertaining to employment (hiring, evaluation, promotion, termination, etc.). Large independent libraries and library systems usually have their own human resources office. Libraries that function as a unit within a larger organization may rely on the parent organization for such services. Synonymous with *personnel*.

humidify

See: humidity.

humidity

The amount of water vapor held in air. *Absolute humidity* is the weight (mass) of water vapor in a given volume of air, usually expressed as grams of water per cubic

meter of air. *Relative humidity* is the ratio of the amount of water vapor present in a given volume of air to the amount required to reach saturation (condensation into droplets) at the same temperature, expressed as a percentage. Relative humidity varies with temperature and air pressure--warm air can hold more water vapor than cooler air. Forty percent relative humidity is considered ideal for permanent storage of library and archival materials made from paper. Mold can become a serious problem when relative humidity exceeds 70%.

To *humidify* is to put moisture into the atmosphere, usually done with a device called a *humidifier* to prevent paper documents from becoming brittle. *Dehumidification* takes moisture out of the atmosphere. It is done with desiccants or a *dehumidifier* to prevent mildew, warping, etc. Measured by an instrument called a hygrometer, humidity is carefully controlled in areas where archival and special collections are stored and used.

Huntington Library

Located in San Marino, California, the **Huntington Library** is one of the world's leading libraries of Americana and English literature, surpassed only by the British Library and the Bodleian. Its collections include over five million manuscripts, rare books, reference works, and other materials on Anglo-American history, literature and the arts, the history of science, and maritime history. The library includes a conservation center, exhibition hall, art collection, and botanical gardens. Click here to connect to the homepage of the **Huntington Library**.

H. W. Wilson

A commercial company that began publishing reference serials for libraries and researchers (especially periodical indexes) long before library finding tools were automated. Most of its publications are now available on CD-ROM and online. Some of its bibliographic databases include full-text. Click here to connect to the **H. W. Wilson** homepage.

hybrid journal

A periodical that functions as both a magazine and a journal by including features typical of both. A prime example is ***Analytical Chemistry*** published by the American Chemical Society, which includes a magazine section in the front of each issue, followed by a longer section of research articles with its own table of contents and separate pagination.

hydrologic map

A map showing the drainage of surface waters (streams, rivers, etc.) and other features related to hydrology in a geographic area (lakes, reservoirs, glaciers, ground water, springs, wetlands, water quality, etc.).

hygrometer

Any one of several meteorological instruments designed to measure atmospheric humidity. Hygrometers are used to monitor conditions in facilities such as libraries and museums that house materials easily damaged by water vapor (rare books, manuscripts, specimens, film, etc.). ***See also***: preservation.

hype

An abbreviation of *hyperbole*. Publisher's slang for advertising copy written in an exaggerated style to attract attention to a new publication, not intended to be taken literally by prospective customers. Objective reviews are the best antidote. Compare with puff.

hyperlink

See : link.

hypermedia

A hypertext document in which text is combined with graphics, audio, animation, and/or full-motion video (*example*: National Geographic Channel).

hyperonym

See: broader term.

hypertext

A method of presenting digital information that allows related files and elements of data to be interlinked, rather than viewed in linear sequence. Text links and icons embedded in a document written in HTML script allow information to be browsed in nonlinear, associative fashion similar to the way the human mind functions, by selecting with a pointing device or using a computer keyboard. Hypertext is the basic organizing principle of the World Wide Web. This dictionary, with its web of interconnected hyperlinks, is an example of such a document. ***See also***: hypermedia and Web browser.

Hypertext Markup Language (HTML)

Used to create the hypertext documents accessible on the World Wide Web and via intranets, **HTML** script is a cross-platform presentation language that allows the author to incorporate into a Web page text, frames, graphics, audio, video, and links to other documents and applications. Formatting is controlled by "tags" embedded in the text. To see the **HTML** code in which a Web page is written, click on "View" or its equivalent in the toolbar of your Web browser, then select "Document source" or "Page source." ***See also***: HTML editor and SGML.

hyphen

In printing, the shortest rule used as punctuation. Also used to join the parts of a compound name (Jean-Pierre) or compound word (dog-eared), and to divide a long word at the end of a line of written or printed text. Compare with dash.

hyphenation

Use of the hyphen to divide a word (*co-opt*), to compound two or more words (*son-in-law*), to give the impression of stuttering or faltering speech (*n-n-no*), or to indicate that a word is to be spelled out (*h-y-p-h-e-n-a-t-e*).

hyponym

A word or phrase that can be replaced without exception by another, without changing the meaning of a sentence, but not vice versa, for example, *azure* by *blue* or

sparrow by *bird*. ***See also***: narrower term.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

I

IATUL

See: International Association of Technological University Libraries.

ibid.

An abbreviation of the Latin *ibidem* meaning "in the same place" used with a page number (or numbers) in footnotes, endnotes, and bibliographies to indicate a source that has been cited fully in a preceding note or entry.

ICIC

See: International Copyright Information Centre.

icon

A small graphic element or symbol displayed on a computer screen, which the user can select with a pointing device such as a mouse to summon a menu of options, access a data file, or initiate a process or operation in an application program that uses a graphical user interface, for example, a small image of a trash can or recycle bin to which unwanted documents can be moved for disposal.

Also refers to a picture, image, figure, or representation. In Eastern Orthodox religious imagery, a picture of Jesus, Mary, or an apostle or saint. Also spelled *ikon* or *eikon*.

iconic document

A publication or other document in which the content is presented in predominantly graphic or pictorial form. Examples include atlases, children's picture books, exhibit catalogs, visual dictionaries, posters, postcards, etc.

iconography

The art of illustration or representation by means of pictures, figures, or images, developed to a high degree in the artistic tradition of the Eastern Orthodox faith. Also refers to the study of the pictorial representation of objects or people, in portraits, paintings, photographs, sculpture, coins, etc., and to the result of such study, especially when it takes the form of detailed lists of representations.

ideal copy

In analytical bibliography, a detailed description of the most perfect copy of the first impression of an edition, based on close inspection of as many copies as possible, to which all other copies of the same impression, and any subsequent impressions, are compared in determining issue and state (adapted from *The ALA Glossary of Library*

and Information Science).

identifier

A keyword or indexable concept assigned to a document to add depth to subject indexing, not listed in the thesaurus of indexing terms because it either represents a proper name (geographic name, personal name, test or program name, piece of legislation, etc.) or a concept not yet approved as an authorized descriptor. Identifiers are usually listed in a separate field of the index entry or bibliographic record, immediately following the descriptors. Major identifiers may be marked with an asterisk or distinguished in some other manner. Form of entry may be subject to authority control. In some indexing systems, identifiers are periodically reviewed for suitability as new descriptors. Not all indexing systems use identifiers. Compare with provisional term.

ideogram

A picture or symbol that represents an object or idea without expressing phonetically the sounds of its name, for example, the characters used in Chinese and Japanese writing systems. Also refers to a symbol that represents an idea, for example, the equal sign = or the plus sign +. Synonymous with *ideograph*. Compare with phonogram.

ideograph

See: ideogram.

idiom

A well-known expression that has a different meaning than the literal interpretation of its words (*example*: **holy terror**). Idioms are sometimes coined from the lexicon of a particular occupation or pastime (*example*: **Monday morning quarterback**). Because idioms are specific to a given language, they can be difficult to translate. Dictionaries of idioms are usually shelved in the reference section of a library.

Also refers to a characteristic style, particularly in the arts, or to the language or dialect peculiar to a specific people, geographic region, or social class.

idyl

From the Greek word meaning "little picture"--a short poem describing the simplicity and innocence of rural, pastoral, or domestic life. The origin of this literary form can be traced to Theocritus, who described pastoral life in Sicily for readers in Alexandria during the 3rd century BC. An eclogue is a type of idyl. Compare with idyll.

idyll

A narrative poem based on a romantic, epic, or tragic theme, for example, ***Idylls of the King*** (1859) by Alfred, Lord Tennyson, an episodic retelling of the fables of the Holy Grail, Camelot, Round Table, and Morte d'Arthur. Compare with idyl.

i.e.

An abbreviation of the Latin phrase *id est* meaning "that is."

IFCS

See: International Federation of Classification Societies.

IFLA

See: International Federation of Library Associations and Institutions.

IFRT

See: Intellectual Freedom Round Table.

III

See: Innovative Interfaces Inc.

ILAB

See: International League of Antiquarian Booksellers.

ILL

See: interlibrary loan.

illiteracy

See: literacy.

illuminate

To decorate an initial letter or word in a manuscript with designs or tracings in bright colors and gold or silver, or to decorate a border or an entire page with initial letters, hand-painted miniatures, and/or colorful designs highlighted in gold or silver, techniques commonly used in medieval manuscripts and incunabula. An artist who decorates books by hand is an *illuminator*. ***See also***: illuminated and rubric.

illuminated

From the Latin *luminaire* meaning "to give light." A manuscript or incunabulum richly decorated by hand with ornamental polychrome letters, designs, and/or illustrations highlighted in gold or silver. Illumination flourished during the medieval period when books were hand-copied on parchment and vellum, mainly by Catholic monks who produced books for devotional use and for exchange with other monasteries (*example*: *Book of Kells*).

Beginning in the 14th century, traveling artists traded on their skill as *illuminators*, working mainly for wealthy patrons who filled their private libraries with fine books (*example*: *Tres Riches Heures du Duc de Berry*). The Pierpont Morgan Library in New York City holds one of the largest collections of illuminated books and manuscripts in the United States. For an online collection of manuscript illuminations, please see *The Age of Charles V (1338-1380)* compliments of the Bibliotheque Nationale de France. Abbreviated *illum*. ***See also***: chrysography and rubric.

illuminated initial

An initial letter in a illuminated manuscript decorated in bright colors and highlighted in gold or silver. Compare with rubric. ***See also***: foliate initial, historiated initial, and inhabited initial.

illumination

See: illuminated.

illustration

A picture, plate, diagram, plan, chart, map, design, or other graphic image printed with or inserted in the text of book or other publication as an embellishment or to complement or elucidate the text. Also refers to the fine art of creating such visual works.

The earliest examples of illustrated texts date from the second millennium BC. Medieval manuscripts were illustrated with illuminated miniatures. Early printed books were illustrated with woodcuts or wood engravings. In modern books, illustrations are often numbered and listed by number in the front matter. Photographs or plates may be printed on a different grade of paper than the text and added to the sections of a book in one or more groups. Maps, tables, and genealogies are sometimes printed on the endpapers. Magazines, art books, and books for young children are usually heavily illustrated. The use of illustration in works of general fiction has declined since the early 20th century. Abbreviated *ill.* or *illus.* ***See also***: artwork.

illustrator

An artist who creates drawings, paintings, or designs to elucidate or embellish the text of a book or other printed publication. The illustrator of a children's picture book may receive higher honors than the author of the text. In *AACR2*, when illustration is added to the text of a work, main entry is made under the heading appropriate to the text, with an added entry for the illustrator if appropriate. However, if the work is the result of a collaboration between author and illustrator, main entry is under the person named first on the chief source of information unless greater prominence is given to the other by typography or some other means. ***See also***: Caldecott Medal and Greenaway Medal.

ILMP

See: ***I**nternational **L**iterary **M**arket **P**lace*.

IM

See: **i**nstant **m**essaging.

imbrication

In the book arts, a decorative pattern designed to give the impression of overlapping scales, tiles, shingles, leaves, etc.

imitation binding

A contemporary binding executed in a style intended to closely resemble that of an earlier period.

imitation leather

A synthetic or partly synthetic binding material manufactured to resemble leather, for example, a fabric base given a textured coating, usually more washable than real

leather. Synonymous with *artificial leather*.

IMLS
: ***See***: Institute of Museum and Library Services.

impensis
: Latin for "at the expense of," a word appearing in an imprint or colophon at the end of a work printed prior to the end of the 17th century, followed by the name of the person or entity responsible for financing the publication, usually the publisher, or a bookseller or patron.

imperfect
: Said of a book discovered upon examination to have pages or sections missing, duplicated, or bound out of order or upside-down. The publisher will usually exchange or perfect copies containing binding errors, and reimburse the purchaser for shipping costs. Compare with imperfections.

imperfections
: Printed sheets rejected in the binding process because they contain defects or errors that require replacement sheets.

Also refers to copies of a book that contain printing or binding defects, for example, the accidental omission or duplication of a signature or insert. The publisher will usually exchange or perfect such copies and reimburse shipping costs when booksellers or retail purchasers return them, but only for defective make-up, not the insertion of errata slips (corrigenda). ***See also***: out.

import
: A publication produced and issued in one country and brought into another for sale in the same unaltered form. The name of the importer may be printed on the title page in addition to, or in place of, the original publisher, or indicated on a label added to the title page after printing. Compare with co-publishing.

In computing, to read or receive data from a different application or computer system, which may require that it be converted into a compatible format. Popular applications are usually equipped to convert a variety of formats. Compare with export.

impression
: All the copies of a book or other publication printed in the same press run from the same setting of type or plates. An edition may comprise several impressions in which the typesetting remains unchanged. Compare with reprint. ***See also***: issue.

Also refers to the result of the transfer of wet ink under pressure from type or plates to the surface of a sheet or roll of paper, as in printing, engraving, etching, etc.

imprimatur
: A Latin phrase meaning "let it be printed." The license for publication granted by an ecclesiastical or secular authority, usually printed on the verso of the title page of a book, indicating the name of the licenser and the date on which it was granted. Found

most often in books printed during the 16th and 17th centuries, *imprimatur* is still used in the doctrinal publications of the Roman Catholic Church to indicate official approval (*example*: ***New Catholic Encyclopedia***). ***See also***: *cum privilegio* and *nihil obstat*.

imprint

The statement in a book that identifies the publisher and/or printer. The *publisher's imprint* consists of the official name of the publishing company and the date and place of publication. It usually appears at the foot of the title page, and more completely on the verso of the title page. The *printer's imprint*, indicating the name of the printing company and the place of printing, usually appears on the verso of the title page, at the foot of the last page of text, or on the page following the text. Synonymous with *biblio*. ***See also***: colophon, distribution imprint, and joint imprint.

In binding, the name of the publisher and/or the publisher's device stamped at the base of the spine, or the name of the binder stamped on the inside of the back board of the cover, usually near the bottom.

imprint date

See: publication date.

inactive records

Records no longer required by an agency or individual in the daily conduct of business or affairs, which may be placed in intermediate storage, transferred to archival custody, destroyed, or disposed of in some other way without affecting normal operations. The opposite of active records. Synonymous with *nonactive records*. ***See also***: intermediate records.

incipit

Latin for "here begins," a word used to indicate the point at which the text commences in a medieval manuscript or incunabulum that lacks a title page, usually written or printed in majuscules or in a distinguishing color, often including the name of the author and the title of the work. Compare with explicit and colophon.

incomplete

See: completeness.

incunabula

From the Latin word *cunae* meaning "cradle." Books, pamphlets, calendars, and indulgences printed in Europe from movable type prior to 1500 during the earliest years (infancy) of printing. A prime example is the *Gutenberg Bible* believed to have been printed in Mainz before 1456 , Germany by Johann Gutenberg who is credited with the invention of printing from movable metal type. Singular: *incunabulum*. Synonymous with *cradle books* and *incunables*.

in-cut note

See: cut-in note.

indent

To set back a line of type or column of figures by one or more spaces from a margin, to mark or distinguish it from preceding and succeeding lines or columns, as at the beginning of a new paragraph. Indention is heavily used in outlines and subject thesauri to indicate logical arrangement and semantic hierarchy. It is also used in typed and printed catalog cards to designate specific areas of bibliographic description.

indention

A space between the margin on a page and the beginning of a line of type, as at the beginning of a paragraph of text. The points listed in an outline are usually indented to indicate the logical structure of the content covered. Indention is also used in subject thesauri to indicate semantic relations, and in typed and printed catalog cards to designate specific areas of bibliographic description. Compare with full measure. ***See also***: hanging indention.

Independent Publisher

A trade publication, formerly titled ***Small Press***, that provides articles, announcements of new books, excerpts, and over 100 reviews of small press publications in each bimonthly issue. ***Independent Publisher*** is known for reviewing works not reviewed elsewhere.

index

An alphabetically arranged list of headings consisting of the personal names, places, and subjects treated in a written work, with page numbers to refer the reader to the point in the text at which information pertaining to the heading is found. In single-volume works of reference and nonfiction, any indexes appear at the end of the back matter. In a multi-volume work, they are found at the end of the last volume. In very large multi-volume reference works, the last volume may be devoted entirely to indexes. Works of fiction are rarely indexed. The publisher of a periodical may provide an index to each volume at the end of the last issue of the publication year. For best results, indexing should be done by a professional *indexer*. Alternate plural: *indices*. ***See also***: American Society of Indexers.

Also refers to an open-end finding guide to the literature of an academic field or discipline (*example*: ***Philosopher's Index***), to works of a specific literary form (***Biography Index***) or published in a specific format (***Newspaper Abstracts***), or to the analyzed contents of a serial publication (***New York Times Index***). Indexes of this kind are usually issued in monthly or quarterly paperback supplements, cumulated annually. Citations are usually listed by author and subject in separate sections, or in a single alphabetical sequence under a system of authorized headings collectively known as controlled vocabulary, developed over time by the indexing service. Indexing can be either pre-coordinate or post-coordinate. Compare with abstracting service and catalog.

See also: author index, classified index, cross-index, geographic index, meta-index, name index, periodical index, subject index, and title index.

indexable matter

The parts of a book or other publication included when the document is analyzed for indexing, not necessarily limited to the text. Notes, appendices, and other complementary or supplementary material may or may not be indexed, depending on its usefulness to potential readers, and the policy of the publisher. Bibliographies and glossaries are rarely indexed.

Index Expurgatorius

See: *Index Librorum Prohibitorum*.

indexing

The process of compiling one or more indexes for a single publication, such as a monograph or multi-volume reference work, or adding entries for new documents to an open-end index covering a particular publication format (*example*: newspapers), works of a specific literary form (biography, book reviews, etc.), or the literature of an academic field, discipline, or group of disciplines.

The professionally trained *indexer* reads or scans the text of each document to determine its content, then selects appropriate headings (names, places, subjects) to facilitate retrieval. Cross-references are made from synonyms, and the entries are arranged in the desired sequence (alphabetical, numerical, classified, etc.). In an open-end index, content descriptors are usually selected from a list of preferred terms (controlled vocabulary), developed over time by the indexing service. Indexing can be pre-coordinate or post-coordinate. ***See also***: assignment indexing, automatic indexing, derivative indexing, machine-aided indexing, and indexable matter.

indexing language

An artificial language consisting of subject headings or content descriptors selected to facilitate information retrieval by serving as access points in a catalog or index, including any lead-in vocabulary and rules governing form of entry, syntax, etc. ***See also***: controlled vocabulary.

Index Librorum Prohibitorum

An "Index of Forbidden Books" prepared in 1558 at the request of Pope Paul IV by a special "Congregation of the Inquisition." Published in 1559, the list included works which Catholic laypersons were prohibited from owning or reading because ecclesiastical authorities considered them to be detrimental to faith and morals, usually because they contained teachings condemned as heretical. Also known as the *Index Expurgatorius*, the list was not abolished by the Vatican until 1966. ***See also***: *imprimatur* and *nihil obstat*.

index map

A map showing the complete extent of the geographic coverage of a set or series of more detailed maps, with or without segmentation. Compare with map index.

India paper

See: bible paper.

indicative abstract

An abstract that describes the type and form of the work abstracted, indicating the

main topics covered and providing a brief description of the treatment, but which does not summarize the content or evaluate quality. Compare with critical abstract and informative abstract.

indicator

One of two single-character positions following the tag at the beginning of a field in a MARC record (except fields 001 to 009) which can be used to specify certain conditions for the field. The positions nearly always contain a digit from 0-9, although alphabetic characters are permitted. The first indicator may be field dependent, for example, in the physical description (field 300), it can be set to supply the text label *Descript* in the catalog display. The second indicator may specify the number of characters to be ignored in filing or sorting the field, for example, 2 for "a," 3 for "an," or 4 for "the" at the beginning of a title. In some fields, the first or second position is used; in others, both or neither. When one of the positions is not used, the indicator is *undefined* and the position is left blank. In some fields, the absence of a character in one of the indicator positions has a specific meaning.

inedita

The plural of the Latin word *ineditum* meaning "not made known," literary works not published, for example, the personal papers of a writer or well-known person. Works of this kind are usually available in the special collections of the library that purchased them or received them as a gift.

inedited

A work published as submitted by the author, without editorial changes. Such works may include passages objectionable to some readers or containing errors of fact, which an editor might have altered or omitted. ***See also***: editing.

Also refers to unpublished works, especially the memoirs or correspondence of a writer who is deceased.

informatics

The formal study of information, including its structure, properties, uses, and functions in society, in particular the technology used to record, organize, store, retrieve, and disseminate it. For a discussion of the history and current state of informatics, please see the entry by A. E. Cawkell in the ***International Encyclopedia of Information and Library Science*** (1997). Click here to connect to the homepage of the Center for Social Informatics at the School of Library and Information Science, Indiana University. Compare with information science.

information

Data presented in readily comprehensible form, to which meaning has been attributed within a context for its use. In a more dynamic sense, the message conveyed by the use of a medium of communication or expression. Whether a specific message is *informative* or not depends in part on the subjective perception of the person receiving it.

More concretely, all the facts, conclusions, ideas, and creative works of the human

intellect and imagination which have been communicated, formally or informally, in any form. In his inaugural address of 1801, Thomas Jefferson listed the "diffusion of information" as one of the fundamental principles of the republican form of government established under the Constitution of the United States. Compare with knowledge.

informational value

See: archival value.

information and referral (I&R)

A service available at no charge, usually from a public library or other public service agency, providing contact information about *other* organizations, agencies, and individuals qualified to offer specific information and services, both free and fee-based, usually within a local community.

information broker

A self-employed professional, skilled in information retrieval and delivery, who markets his or her research services commercially, usually on a freelance basis. Information brokers are organized in the Association of Independent Information Professionals (AIIP).

information desk

A desk in a large public or academic library, usually located near the main entrance, staffed by a nonprofessional trained to screen questions, provide basic information about library services and collections, and direct users to the reference desk or some other public service point, when further assistance is needed. The presence of an information desk reduces the number of directional questions received by reference librarians, freeing them to focus on the needs of patrons who require professional services.

information ethics

The branch of ethics that focuses on the relationship between the creation, organization, dissemination, and use of information, and the ethical standards and moral codes governing human conduct in society. In the United States, the *ALA Code of Ethics* is the leading statement of ethical standards for the library profession. Compare with information law. ***See also***: censorship, intellectual freedom, intellectual property, plagiarism, and privacy.

information gap

See: digital divide.

information industry

A broad term covering all the companies and individuals in the business of providing information and access to information for a profit, including the mass media, commercial publishers, software and database producers and vendors, indexing and abstracting services, and freelance information brokers. Public libraries, academic libraries, and many types of special libraries function outside the information industry because they operate on a nonprofit basis. Because the industry encompasses such a

wide range of commercial enterprises, it has no single trade journal.

information law

The regulation and control of information by the state, including laws concerning censorship, copyright and intellectual property, forgery, freedom of information, intellectual freedom, privacy, computer crime, and public funding of information providers, such as libraries and museums. Also refers to a specialized branch of legal studies dealing with the regulation of information. ***See also***: information ethics.

information literacy

Skill in finding the information one needs, including an understanding of how libraries are organized, familiarity with the resources they provide (including information formats and automated search tools), and knowledge of commonly used research techniques. The concept also includes the skills required to critcally evaluate information content, and an understanding of the technological infrastructure on which information transmission is based, including its social, political, and cultural context and impact. Click here to connect to the Web site on information literacy maintained by the Association of College and Research Libraries (ACRL). Compare with computer literacy.

information management

The skillful exercise of control over the acquisition, organization, storage, security, retrieval, and dissemination of the information resources essential to the successful operation of a business, agency, organization, or institution, including documentation, records management, and technical infrastructure. For a detailed discussion of information management as a field, please see the entry by T. D. Wilson in the ***International Encyclopedia of Information and Library Science*** (1997). ***See also***: Association for Information Management.

information need

A gap in a person's knowledge which, when experienced at the conscious level as a question, gives rise to a search for an answer. If the need is urgent, the search may be pursued with diligence until the desire is fulfilled. Persons with information needs often end up at the reference desk of a library where it is the responsibility of the reference librarian to determine the precise nature of the need, usually by conducting an informal reference interview, as a basis for recommending relevant sources. In order to to search the online catalog or bibliographic databases, the need must be expressed in the form of a query.

It is the job of collection development librarians to anticipate the information needs of a library's clientele, sometimes with the aid of survey research, in order to select materials to meet those needs. Patrons with questions that cannot be answered using the resources of the library may be referred to other information providers in the local community, or elsewhere.

information overload

A condition in which too much information is available on a topic, a common occurrence in online searching, particularly when the query is expressed in terms that

are too broad. Systems that facilitate the retrieval of high-quality resources, sifting out the chaff, are badly needed. In the meantime, consumers of information must develop their own analytical and critical skills.

information policy

A governing principle, plan, or course of action concerning information resources and technology, adopted by a company, organization, institution, or government, for example, the political decision to use public funds to subsidize Internet access for schools and public libraries. In the United States, Congress and the President are advised by the National Commission on Library and Information Science (NCLIS) on decisions concerning national library and information policy. For a detailed discussion of information policy, please see the entry by Charles Oppenheim and Noreen MacMorrow in the ***International Encyclopedia of Information and Library Science*** (1997).

information retrieval (IR)

The process, methods, and procedures used to selectively recall recorded information from a file of data. In libraries and archives, searches are typically for a known item or for information on a specific subject, and the file is usually a human-readable catalog or index, or a computer-based information storage and retrieval system, such as an online catalog or bibliographic database. In the design of such systems, a balance must be attained between speed, accuracy, cost, and effectiveness.

information science

The systematic study and analysis of the sources, development, collection, organization, dissemination, evaluation, use, and management of information in all its forms, including the channels (formal and informal) and technology used in its communication. Compare with informatics and library science. ***See also***: information theory.

Information Science Abstracts (ISA)

An indexing and abstracting service established in 1966 that provides abstracts of books, conference proceedings, and articles from over 450 journals and trade publications in information science, ***ISA*** covers abstracting and indexing, bibliometrics, cataloging, classification, electronic publishing, information management, the information industry, Internet search engines, and online information retrieval. Published nine times per year in print by Information Today Inc., ***ISA*** provides author and subject indexes in the last issue of each annual volume. The service is also available online from DIALOG. Click here to learn more about ***ISA***.

information storage and retrieval (ISAR)

Operations performed by the hardware and software used in indexing and storing a file of records, whenever a user queries the system for information relevant to a specific topic. For records to be retrieved, the search statement must be expressed in syntax that is executable by the computer.

information technology (IT)

A very broad term encompassing all aspects of the management and processing of information by computer, including the hardware and software required to access it.

information theory

The systematic statement of principles concerning the phenomenon of information and its transmission, based on the collection and analysis of quantitative and qualitative data as a means of testing hypotheses about its nature and properties. Compare with informatics.

informative abstract

An abstract that summarizes as much of the essential content of a work as possible, within the limitations of a single paragraph. Compare with critical abstract and indicative abstract.

infrastructure

A collective term borrowed from military parlance, encompassing all the components that support a particular activity, especially the permanent systems and structures that constitute its foundation. In modern information technology, all the hardware and software developed and maintained to keep a communication system (large or small) operating smoothly. The state of a society's infrastructure represents its commitment to investing in the future.

infringement

The use without permission of material protected by copyright or patent, in a manner reserved under law to the holder of rights in the work. Such use may be subject to legal action at the discretion of the copyright owner. ***See also***: all rights reserved and fair use.

Ingram

A wholesaler of trade books, books-on-tape, and periodicals to libraries, booksellers, and specialty retailers, **Ingram** passes on economies of scale to its customers in the form of a substantial discount off the list price. Click here to connect to the **Ingram** homepage.

inhabited initial

An initial letter in an illuminated manuscript containing within its contours decorative figures of human, animal, or imaginary beings, not necessarily related to the content of the text, often depicted fancifully. Compare with figure initial and historiated initial. ***See also***: foliate initial.

inherent vice

A weakness in the chemical or physical composition of a document or other object that causes it to deteriorate from within over time, for example, acid in the lignin contained in papers made from untreated wood pulp, or the chemical instability of cellulose nitrate film. If conservation measures fail, preservation of the item may require reformatting.

in-house

Refers to something accomplished on the premises, usually by library staff, rather than outside the library by an independent contractor, for example, binding done in the library, rather than sent to an offsite commercial bindery. ***See also***: in-house use.

in-house archives

The unit within a company, agency, or institution responsible for retaining the noncurrent records of the parent organization, and sometimes those of other corporate bodies and individuals with which it is closely associated, as opposed to an outside repository.

in-house use

The number of times an item is used within the walls of a library during a given period of time (usually a month or year), as opposed to the number of times it is checked out. In-house use is tracked by counting the number of times an item is left lying on a table, carrel, or reshelving cart in a public area of the library, to be reshelved by a member of the library staff. Although this method is never completely accurate (some patrons return materials to the shelf after using them), statistics on in-house use can be helpful in developing periodical and reference collections. Compare with circulation statistics. ***See also***: usage.

initial article

An article appearing in first-word position in a title or corporate name (usually *a*, *an*, or *the*, or the equivalent in another language), ignored in indexing. In the MARC record, the second indicator position following a tag indicates how many characters are to be ignored when the title or name in the field is sorted or filed.

initialism

A shortened form of a phrase or compound term, composed of the initial letters of its words or parts spoken *letter-by-letter*, rather than pronounced as a word (*example*: **IPO** for **i**nitial **p**ublic **o**ffering or **ADA** for **A**mericans with **D**isabilities **A**ct). Compare with abbreviation and acronym.

initialize

To start a computer system, program, or disk anew, an operation that usually requires erasing all or part of the data stored in memory. In Apple Macintosh computers, initializing a disk formats it. In computer programming, a variable is *initialized* when it is given its first value.

initial letter

A large capital letter at the beginning of the first word of a chapter or paragraph. In medieval manuscripts, initial letters are often ornamented and illuminated. In incunabula, a rubricator inserted them in spaces left blank when the sheets were printed. ***See also***: drop initial, faceted initial, figure initial, foliate initial, historiated intitial, inhabited initial, and raised capital.

ink

A colored liquid used for writing and in printing to create an impression on a flat surface, usually a sheet or roll of paper. Up to the late 19th century, printing ink was

traditionally made from lampblack (pure carbon) mixed with a linseed oil base. To create colors, lampblack was replaced with other substances, such as vermillion to produce red. The quality of printing ink depended on the quality of the oil base, which varied because prior to the mid-19th century most printers made their own ink according to recipes handed down from master to apprentice. Although lampblack remains the basic ingredient of black printing ink, the complex formulas used today are the product of chemical technology. The typographer must carefully match choice of ink to grade of paper in planning a print job. ***See also***: permanent ink and show through.

ink ball

A large round pad made of buckskin or sheepskin firmly stuffed with a wad of cotton or wool and fastened to a short wooden handle, used by the pressman in hand printing to apply ink to type set in wooden formes. Most pressmen worked two-handed with an ink ball in each hand.

inlay

A picture or decorative element of contrasting color, set into the cover of a book, usually in leather with or without tooling. Also, an illustration set into a border or frame of paper, the overlapping edges shaved thin to make the resulting sheet uniform in thickness. Compare with onlay.

In binding, the strip of heavy-weight paper between the inner edges of the boards, that adds stiffness to the spine when the case is covered in cloth, paper, or some other protective material. ***See also***: backstrip.

inline

An elegant display typeface in which each broad stroke has a white line down its center. Compare with outline letter.

Innovative Interfaces Inc. (III)

Founded in 1978 by Jerry Kline and Steve Silberstein, **Innovative Interfaces** has become one of the leading vendors of online catalog software and automation support for libraries worldwide. A significant number of library consortia in the United States prefer **III** software (*example*: OhioLINK). Also known as *Triple I*. Click here to connect to the **III** homepage.

in press

A book or other publication in the process of being printed, usually listed in *Forthcoming Books* published by R. R. Bowker.

in print

A book currently available from the publisher, either as a frontlist or backlist title, as opposed to a title no longer available. Books currently in print in the United States are listed annually in *Books in Print*, *Children's Books in Print*, and *El-Hi Textbooks & Serials in Print*. The opposite of out of print.

in process

Newly ordered library materials shipped by the vendor and received by the library, but not yet ready for circulation because technical processing has not been completed. In some online catalogs, the phrase "in process" is added in the temporary catalog record to indicate the circulation status of a new item that has arrived but is not ready to be checked out. Most libraries will expedite processing at the request of a registered borrower. ***See also***: arrears.

in progress

A term used by library catalogers to indicate that a serial publication or set is incomplete, usually because parts or volumes remain to be issued by the publisher. Compare with work in progress. ***See also***: checklist.

input

Data transferred to or entered into a computer system for processing, as opposed to the *results* of processing, known as output. The most commonly used *input devices* in personal computing are the keyboard and mouse. Scanners are also becoming more widespread and significant advancements have recently been made in voice recognition technology.

input standards

OCLC has established the following set of standards for entering bibliographic data into its online union catalog:

SS - System-supplied - data generated by the cataloging system which cannot be altered by the cataloger.
M - Mandatory - data the cataloger must enter to meet the designated standard for a specific encoding level.
R - Required if applicable or readily available - must be entered if appropriate under *AACR2* and available on the item or from other records.
O - Optional - cataloger may decide whether to enter.
C - From copy only - data entered from cataloging copy, usually provided by the Library of Congress, National Library of Medicine, etc.
X - Obsolete - not used (older records may contain data elements no longer used).

in quires

See: in sheets.

inscribed copy

A copy of a book that bears, as a presentation inscription, the name of the recipient and sometimes an appropriate comment or remark, followed by the signature of the donor, who may be the author. The inscription is usually written on the flyleaf. Abbreviated *insc*. Compare with presentation copy.

inscription

A brief, informal dedication written inside a book, usually on the flyleaf. Also, words engraved in stone or on some other hard surface, usually as a greeting or to commemorate an important event or person (*example*: the Rosetta Stone). ***See also***:

inscribed copy.

insert

Any printed material, such as map, illustration, subscription blank, advertising supplement, etc., slipped loose (unbound) into a book or periodical, which is not an integral part of the publication. Synonymous with *loose insert* and *throw-in*.

Also refers to a phrase, sentence, or paragraph added to the text of a publisher's proof and included in the revised or final proof before the work goes to press.

in-service training

Formal instruction provided by a company, agency, organization, or institution at its own expense to enable its employees to become more proficient or qualified, especially in a new skill or set of skills. The sessions may be designed in-house and conducted on the premises by employees with the necessary expertise, presented by a vendor's traveling representative, or conducted by an outside training firm hired specifically for the purpose. ***See also***: professional development.

inset

In bookbinding, a section of two or more leaves placed within another section in such a way that the back folds of both are sewn in the same pass of the thread. The inset section can wrap around the outside of the main section ("outsert"), or be placed in its center or at some intermediate location within it. Insetting is used to include plates without having to go through the time-consuming process of tipping them in. Also refers to a small diagram, map, or illustration printed within the area of a larger illustration, usually enclosed in a border of ruled lines. ***See also***: inset map.

inset map

A small map drawn or printed within the border of a larger map, usually showing in greater detail a specific feature or portion of the larger one, for example, a major metropolitan area within the borders of a map of a state or province. The same purpose may be served by an *ancillary map* printed on the same sheet or page outside the borders of the main map.

in sheets

A book in flat or folded unbound sheets, before the sections have been gathered. Synonymous with *in quires*.

inspection copy

See: desk copy.

installment

One portion of a literary work divided into parts for publication in consecutive issues of a periodical, or one part or fascicle of such a work published separately, usually at regular intervals. During the 19th century, novels were often published in this fashion. ***See also***: original parts.

installment sale

A sale in which the purchaser pays for an item in two or more payments, usually at

regular intervals of a month or more. Under this arrangement, the item is shipped when the order is received, without waiting for final payment. In the book trade, this practice is usually limited to very expensive multi-volume reference works.

instant book

A book published within weeks of an important event to capitalize on popular interest in the subject. Because careful research usually requires considerable time and effort, works prepared in haste may contain errors of fact and lack depth of treatment. An experienced reviewer will note such deficiencies.

instant messaging (IM)

A real time computer conferencing system that enables two or more persons to "chat" online via the Internet, **IM** allows the user to add the name of another person to a messaging list and be instantly notified whenever the person logs on. A chat session is initiated by typing a message in a designated window or "chat room" generated by the **IM** software. The message is displayed almost instantaneously on the screen of each person on the list, and the recipient(s) may respond quickly by typing a message. Most **IM** systems are designed to emit an auditory signal whenever a message is transmitted or received. Some systems allow the user to exchange data files, synchronize Web browsing, send images and video, and play computer games. Instant messaging is used in libraries to deliver electronic reference services to remote users and to persons who prefer to communicate online.

Institute for Scientific Information

Established by Eugene Garfield in 1958, **ISI** is a commercial company providing citation indexing, current contents services, and information management tools in the sciences, social sciences, and arts and humanities. Click here to connect to the **ISI** homepage.

Institute of Museum and Library Services

An independent federal grant-making agency created under the Museum and Library Services Act of 1996 to foster leadership, innovation, and lifelong learning by supporting museums, archives, and libraries of all types, and encouraging partnerships among them. **IMLS** administers four grant-in-aid programs for libraries, including LSTA grants to state library agencies. **IMLS** publishes the monthly e-mail newsletter *Primary Source*. Click here to connect to the **IMLS** homepage.

in stock

An item for which a publisher, dealer, jobber, distributor, or bookseller has a sufficient number of copies in inventory to fill an order at the time it is placed. Compare with out of stock and temporarily out of stock.

instruction lab

A library instruction classroom equipped with computer workstations (PCs or laptops) for the hands-on use of students, usually with an instructor station connected to an LCD projector for the demonstration of online search techniques.

intaglio

A printing technique used mainly for graphic purposes in which the areas to be printed are engraved or etched below the surface level of a plate. The plate is inked and then the surface is wiped clean, leaving a residue only in the engraved portions, which is transferred to a sheet of paper or other printing surface under pressure, usually on a rolling press. The only intaglio printing process still in commercial use is photogravure.

integral

Said of a leaf or page sewn or bound into a book or pamphlet when the publication was first printed. Compare with insert.

integrated access

An information retrieval system that allows users to search for books, periodical articles, and electronic resources such as computer files and Web sites, in one operation using a single interface, instead of searching online catalogs, bibliographic databases, and Web search engines separately. Seamless access is a goal yet to be realized in most libraries.

intellectual freedom

The right under the First Amendment to the U.S. Constitution of any person to read or express views that may be unpopular or offensive to some people, within certain limitations (libel, slander, etc.). Legal cases concerning free speech issues are heard by the U.S. Supreme Court. Click here to connect to the homepage of the **Office for Intellectual Freedom** of the American Library Association. Compare with freedom of information. ***See also***: banned book, censorship, challenge, filtering, *Freedom to Read Statement*, and *Library Bill of Rights*.

Intellectual Freedom Round Table (IFRT)

Founded in 1973 as a permanent round table of the American Library Association, **IFRT** advocates freedom of access and expression in libraries, and provides support to librarians and other library employees who become embroiled in controversies involving censorship. **IFRT** also serves as a forum for the discussion of intellectual freedom issues at the state and local levels, and monitors developments in intellectual freedom that affect libraries, including legislation and court decisions. **IFRT** is affiliated with the Office for Intellectual Freedom of the ALA which publishes the *Library Bill of Rights*, the *Freedom to Read Statement*, and other ALA policies concerning the freedom to read. Click here to connect to the **IFRT** homepage. ***See also***: Freedom to Read Foundation.

intellectual property

Tangible products of the human mind and intelligence, entitled to the legal status of personal property, especially works protected by copyright, inventions which have been patented, and registered trademarks. An idea is considered the intellectual property of its creator only after it has been recorded or made manifest in specific form. ***See also***: information law.

interactive

A computer interface designed to respond to input from a human being, usually in the

form of commands and/or data. A back-and-forth dialogue between a computer program and its human user is an *interactive session*. Highly interactive systems, such as computer games, are designed to anticipate the user's needs, instead of responding in a prescribed way. Once started, a program that is *not* interactive proceeds without further human input. ***See also***: expert system.

interactive map

A map in digital format, designed to allow the user to view a portion of its surface on another scale or gain access to additional information, usually by selecting a hot spot on its surface with a pointing device such as a mouse (*example*: *Mapquest*).

interdisciplinary

Research or course work requiring the resources of more than one academic discipline, for example, a topic in *American studies*, a field that overlaps American history, politics, literature, art, music, popular culture, etc. Although most indexing and abstracting services limit their scope to a specific discipline (*example*: ***Psychological Abstracts***) or field (***Child Development Abstracts & Bibliography***), pertinent literature from allied disciplines may also be included. Also refers to a reference work on a subject that overlaps two or more disciplines (*example*: ***Encyclopedia of Violence, Peace, and Conflict***).

interdisciplinary number

A class number in Dewey Decimal Classification, used for works that cover a subject from the point of view of two or more disciplines, for example, **305.231** in *sociology*, reserved for interdisciplinary works on *child development*. In the schedules, such works are identified by an *interdisciplinary works note*. They are to be used only when the author devotes a significant amount of content to the discipline in which the number is found.

interest profile

A list of keywords or descriptors selected from a subject thesaurus, representing topics of interest to the user of a current awareness service. As part of the service, regular searches are performed on the terms. Based on the results, the user is notified of the existence of new publications as soon as they are indexed, and current information is forwarded on the desired topic(s). Synonymous with *user profile*.

interface

The point or process that joins two components of a data processing system, for example, the screen display that functions as an intermediary between a software program and its human users. Some interfaces are more user-friendly than others. ***See also***: graphical user interface and usability.

interleaving

In fine editions, a protective sheet of tissue or blank paper pasted or inserted loose between a plate and a page of text to prevent rubbing. Interleaving is sometimes done with buffered paper between acid materials to prevent acid migration. Also refers to blank leaves that are sometimes bound between the printed pages of a book for use in note-taking.

interlibrary loan (ILL)

When a book or other item needed by a registered borrower is checked out, unavailable for some other reason, or not owned by the library, a patron may request that it be borrowed from another library by filling out a printed interlibrary loan request form at a service desk, or electronically via the library's Web site. Some libraries also accept ILL requests via e-mail or by telephone, usually under exceptional circumstances. Materials borrowed on interlibrary loan may usually be renewed on or before the due date. Interlibrary loan is a form of resource sharing that depends on the maintenance of union catalogs. The largest interlibrary loan network in the world is maintained by OCLC which uses the *WorldCat* database as its union catalog. Compare with document delivery service and intralibrary loan. ***See also***: *Ariel*, borrowing library, lending library, and reciprocal agreement.

interlinear

Explanatory notes or translation handwritten or printed between the lines of a text, usually in small lettering or type. Compare with gloss.

intermediary

A person or software program that functions *between* the end-user and an online bibliographic retrieval system to assist in database selection, establish telecommunication connections, formulate useful queries in correct syntax, and evaluate the relevance of information retrieved. Mediated searching is provided on request in most academic libraries by a public services librarian specially trained in online searching.

intermediate records

Records used so infrequently by an agency or individual in the conduct of business or affairs that normal operations are not hampered by their transfer to a storage area less accessible than the location where active records are housed. Synonymous with *semicurrent records*. ***See also***: inactive records.

intermediate storage

In archives, a separate area where inactive or intermediate records are stored temporarily prior to final disposition, often less accessible than the location where active records are housed. Synonymous with *secondary storage*.

intern

See: internship.

internal document

A document, such as a memorandum or report, intended for distribution *within* an organization, rather than for wider publication. Sensitive internal documents may be classified to restrict access to authorized personnel.

International Association of Technological University Libraries (IATUL)

Founded in Germany in 1955, **IATUL** provides an international forum for the exchange of ideas pertinent to librarianship in technological universities, and the discussion of opportunities for collaboration in the solution of common problems. Its

member libraries are represented by their directors and senior managers. **IATUL** publishes the quarterly newsletter *IATUL News*. Click here to connect to the **IATUL** homepage.

international copyright

Copyright protection extended to works published outside a country's borders, currently governed by international copyright law and international agreements, most notably the *Berne Convention* and the *Universal Copyright Convention*.

International Copyright Information Centre

A clearinghouse with headquarters in Paris, established by UNESCO in 1971 to offer assistance to publishers from developing countries in securing rights to books and other publications protected by copyright in other countries. ***See also***: Copyright Clearance Center.

International Federation of Classification Societies (IFCS)

Founded in 1985, **IFCS** is a federation of national, regional, and linguistically-based classification societies devoted to promoting research in classification. The **IFCS** publishes the *IFCS Newsletter* and supports the *Journal of Classification* published by the Classification Society of North America. Click here to connect to the **IFCS** homepage.

International Federation of Film Archives (FIAF)

Founded in Paris in 1938, **FIAF** has an international membership of the world's leading museums and film archives. Its goals are to preserve the moving image in all its forms, facilitate research on the history of motion pictures, encourage the collection of documents on cinema history and film preservation, foster the accessibility and exchange of films and cinema-related material, and help create new film archives around the world. **FIAF** publishes the biannual *Journal of Film Preservation*. Click here to connect to the **FIAF** homepage. ***See also***: National Film Preservation Board.

International Federation of Library Associations and Institutions (IFLA)

An independent international nongovernmental association of library associations, libraries and related institutions, sponsors, and individuals, **IFLA** was founded in 1927 by fifteen countries as the International Library and Bibliographical Committee to promote global cooperation, communication, and research in library science and librarianship. With association and institutional members in over 130 countries, **IFLA** has a democratic structure in which a general assembly of members (the Council), is the highest governing organ. The organization maintains a Secretariat headed by a Secretary-General in The Hague and sponsors an annual conference in a different member country each year. Click here to connect to the **IFLA** homepage.

International League of Antiquarian Booksellers (ILAB)

An organization encompassing twenty national associations representing antiquarian booksellers in 30 countries, **ILAB** was founded in Amsterdam in 1947 to uphold and improve professional standards in the antiquarian book trade, promote honorable conduct in business, and contribute to a broader appreciation of the art and history of

the book. Click here to connect to the **ILAB** homepage.

International Literary Market Place (ILMP)
A directory of the international book publishing industry issued annually by R. R. Bowker, ***ILMP*** provides information on publishers, literary agents, book manufacturing, book clubs and dealers, major libraries and library associations, and literary associations, periodicals, and awards for over 180 countries. the directory also includes an industry yellow pages. The most recent edition of ***ILMP*** is usually shelved in the reference section of most large academic and public libraries. ***See also***: *Literary Market Place*.

International Organization for Standardization (ISO)
A name derived from the Greek word *isos* meaning "equal." Founded in London in 1947 with headquarters in Geneva, **ISO** is a nongovernmental federation of national standardization organizations in 130 countries, dedicated to establishing international standards to facilitate commerce and cooperation in scientific, technical, and economic endeavors. The United States is represented in **ISO** by the American National Standards Institute (ANSI). **ISO** operates through approximately 160 technical committees and 2,300 subcommittees which recommend standards and standardization policy to its national members. Click here to connect to the **ISO** homepage.

International Relations Round Table (IRRT)
A round table of the American Library Association created in 1949, **IRRT** develops the interests of librarians in activities and problems related to international library relations by providing hospitality to visitors to the United States from the library community abroad and by facilitating communication between the International Relations Committee of the ALA and individual ALA members. Click here to connect to the **IRRT** homepage.

International Serials Data System (ISDS)
An intergovernmental network established under the auspices of UNESCO to develop and maintain an international registry of serial publications containing the information necessary for identification and bibliographic control, including the International Standard Serial Number (ISSN) and key title. The ISSN center for the United States is the National Serials Data Program (NSDP) administered by the Library of Congress. Click here to connect to the International Centre for **ISDS**, located in Paris.

International Standard Bibliographic Description (ISBD)
A set of standards adopted in 1971 by the International Federation of Library Associations (IFLA), governing the bibliographic description of items collected by libraries. The general standard ISBD(G) serves as a guide for describing *all* types of library materials. Standards have also been developed for specific formats: ISBD(CM) for cartographic materials, ISBD(PM) for printed music, ISBD(S) for serials, etc. ISBDs have been integrated into several catalog codes around the world, including *AACR2*.

International Standard Book Number (ISBN)

International **S**tandard **B**ook **N**umber, a unique ten-digit publisher's code assigned for purposes of identification to a specific edition of a book or other monographic work prior to publication, usually printed on the verso of the title page and on the back of the dust jacket of a book in hardcover, or at the foot of the back cover in a paperback edition. In *AACR2*, the ISBN is given in the standard number and terms of availability area of the bibliographic record.

The ISBN is divided into four parts separated by spaces or hyphens. In the example **0-340-65267-5**, the first part (zero) identifies the national, language, geographic, or other area in which the item is published; the second part (**340**) identifies the publisher; the third part (**65267**) identifies the title, volume, or edition of the work; and the last part is a check digit that allows any errors in the preceding sequence to be detected. The letter X may be used as a check digit, but in the other three parts, only the arabic numerals 0-9 may be used. In the United States, ISBNs are assigned by R. R. Bowker. ISBN prefixes for publishers are listed in the ***Publishers' International ISBN Directory*** available from Bowker. Compare with ISSN. ***See also***: standard number.

International Standard Serial Number (ISSN)

International **S**tandard **S**erial **N**umber, a unique eight-digit standard number assigned by the International Serials Data System (ISDS) to identify a specific serial publication (*example*: **0363-0277** for *Library Journal*). The ISSN is usually given in the masthead of each issue. When a serial undergoes a title change, a new ISSN is assigned. In *AACR2*, the ISSN is given in the standard number and terms of availability area of the bibliographic record. Compare with ISBN.

Internet

The high-speed fiber-optic network of networks that uses TCP/IP protocols to interconnect computer networks around the world, enabling users to communicate via e-mail, transfer data and program files via FTP, find information on the World Wide Web, and access remote computer systems such as online catalogs and electronic databases easily and effortlessly, using an innovative technique called packet switching. The Internet began in 1969 as ARPAnet, a project of the U.S. Department of Defense. It now has hundreds of millions of regular users worldwide. Click here to read *A Brief History of the Internet* courtesy of the Internet Society. Synonymous with *Net*. ***See also***: backbone and domain name.

Broadly speaking, an "internet" is any group of interconnected, but logically independent networks. Compare with intranet and extranet.

Internet address

The unique code assigned to a specific computer connected to the Internet to identify it as a sender and/or receiver in the transmission of data or program files. Two categories of addresses are used: e-mail addresses of specific individuals (*example*: **presleyelvis@aol.com**) and the URLs of FTP sites, Telnet sites, and Web sites (*example*: **www.aol.com**). The form of Internet addresses is governed by the Domain Name System (DNS). ***See also***: IP address.

Internet cafe

A retail business that sells coffee, snacks, and light meals, and provides computer equipment and Internet access to customers while they dine, at no charge or for a reasonable fee. Some large academic and public libraries have installed such facilities on their premises to allow patrons to read their e-mail without monopolizing equipment needed in other locations for library research. Click here to see the *Yahoo!* index of links to Internet cafes by country and region. Synonymous with *cybercafe* and *netcafe*.

Internet Explorer

See: Web browser.

Internet resource

A digital document (Web page, FTP file, e-mail message, etc.) that can be downloaded from a remote server over the Internet. Rules for cataloging Internet resources are available online from OCLC in *Cataloging Internet Resources: A Manual and Practical Guide* edited by Nancy Olson. Most writing style manuals have been updated to include a section on citing electronic sources (electronic style).

Internet service provider (ISP)

A company in the business of providing Internet access to computer users who do not have a direct connection, usually via a telecommunication channel in exchange for payment of a modest monthly fee. The **ISP** with the largest number of subscribers is America Online (AOL). Most **ISP**s also provide proprietary software to facilitate use of the Internet. ***See also***: dial-up access.

Internet TV

See: WebTV.

internship

A limited period of supervised training in a library or other information agency, intended to facilitate the application of theory to practice following completion of formal course work toward a master's degree in library and information science. An *intern* may be paid and/or receive graduate credits based on the number of hours worked. ***See also***: M.L.S. and M.L.I.S.

interoperability

The capability of a computer hardware or software system to communicate and work effectively with another system in the exchange of data, usually a system of a different type, designed and produced by a different vendor.

interpolation

Information added to the bibliographic description of an item by the cataloger, not explicitly stated in or on the item, for example, the number of pages in a book without page numbers, or a publication date not given in the item but believed on the basis of investigation to be correct. In the bibliographic record, interpolations are made inside square brackets (*examples*: [32] p. and [1974?]). Compare with extrapolation.

Also refers to the insertion of a new subject at any point in an existing library classification system. ***See also***: hospitality.

intralibrary loan

The loan of an item by a library to another library within the same library system, or directly to a patron of another library in the same system, on request, usually faster than interlibrary loan if the system has its own delivery service. In some online catalogs, the user may initiate this type of transaction without staff assistance.

intranet

An in-house Web site designed to be used only by the staff or employees of an organization, institution, or commercial enterprise. Intranets use the same TCP/IP and hypertext protocols as the Internet, but access by unauthorized users is usually blocked by a firewall. Also used in a more general sense to refer to any in-house LAN or client-server system. Compare with extranet.

intrinsic value

See: archival value.

introduction

The part of a book in which the subject and purpose of the work are briefly stated, and the reader prepared for the treatment of the subject that follows in the text, usually written by the author or by a recognized authority in the field. The introduction normally appears in the front matter, following the preface or foreword, but may sometimes take the form of the first chapter. In either case, it is considered an integral part of the work and is not necessarily changed in subsequent editions, as is the preface. Abbreviated *introd*. Compare with prologue.

Also refers to a book written for persons unfamiliar with its subject, to provide information at an elementary level, the title often beginning with the words *Introduction to...* or ending in the subtitle *: An Introduction*.

introductory offer

A promotional tool used by book clubs to attract new subscribers by allowing the customer to select a certain number of books at a very low price (sometimes at no charge), usually from a list of popular titles, in exchange for a commitment to purchase a minimum number of additional titles within a designated period of time, usually one year.

In magazine publishing, a similar promotional device in which a heavily discounted price is offered to new subscribers, usually for a one- or two-year subscription, after which the subscriber is billed at the normal rate.

introductory price

A lower price offered by the publisher of a new book or other publication prior to the announced publication date, or for a limited period before *and* after publication, to encourage advance sales, after which the item is sold at list price. The period during which an introductory price is offered may be extended if advance orders warrant, in contrast to a prepublication price that expires on a specific date designated by the

publisher.

introductory title

See: lead-in title.

inventory

The process of checking all the items on a library's shelves against a list of holdings to identify for replacement or deselection those missing and not checked out. A similar procedure is used to check other library property such as furniture and equipment against an authority list to identify missing items. Also refers to the list itself, which may include descriptions, quantities, prices paid, etc.

In the book trade, the total stock of materials available from a publisher, jobber, or dealer at a particular point in time. In the United States, publishers strive to keep the size of a printing as close as possible to estimated demand to avoid paying inventory tax, a practice that has caused books to go out of print more rapidly than they did before inventories were taxed. ***See also***: out of stock.

inverted heading

In indexing, a multiword heading in which conventional word order is transposed to bring the most significant word into first-word position, for example, the Library of Congress subject heading **Combustion, Spontaneous human**.

inverted title

A title divided by a bibliographer or indexer into two parts and transposed to bring a significant word into first-word position, for use as an entry in a bibliography or as a heading in an index (*example*: ***Language and Linguistics, Dictionary of***).

invoice

A document or form sent to a purchaser by a vendor indicating the order number, description, quantity, price, terms of sale, method of delivery, cost of shipping, and total amount owed for items shipped and/or services rendered. Most libraries require an invoice before payment can be authorized. Compare with purchase order.

Symbols and abbreviations commonly used on publisher's invoices:

BO - back order
CWO - cash required with order
NEP or NE - new edition pending
NOP - not our publication
NR - nonreturnable (no returns allowed)
NYP - not yet published
OC - order canceled
OP - out of print
OPP - out of print at present
OS - out of stock
OSC - out of stock, canceled
OSI - out of stock indefinitely
TOP - temporarily out of print

TOS - temporarily out of stock
XR - nonreturnable

invoice symbol

See: invoice.

IP address

IP stands for **I**nternet **P**rotocol, the physical address of a client or server computer attached to a network governed by the TCP/IP protocol, written as four sets of arabic numerals separated by dots (*example*: **123.456.78.9**). Each IP address has an associated alphanumeric Internet address in the Domain Name System (DNS), which is easier to remember.

IPM

An abbreviation of "**i**ntegrated **p**est **m**anagement." *See*: pest management.

ips

An abbreviation of "**i**nches **p**er **s**econd." *See*: playing speed.

IR

See: **i**nformation **r**etrieval.

irregular

The frequency of a serial publication issued at intervals of uneven length which do not follow an established rule. The opposite of regular.

irreversible

A change in the chemical or physical state of an item, which cannot be undone, for example, an embossed or perforated ownership mark or worming in a book. In conservation, reversibility is a priority in the treatment of materials for which the original condition is of evidential or historical value.

IRRT

See: **I**nternational **R**elations **R**ound **T**able.

ISA

See: ***I**nformation **S**cience **A**bstracts*.

ISAR

See: **I**nformation **S**torage **a**nd **R**etrieval.

ISBD

See: **I**nternational **S**tandard **B**ibliographic **D**escription.

ISBN

See: **I**nternational **S**tandard **B**ook **N**umber.

ISDS

See: **I**nternational **S**erials **D**ata **S**ystem.

ISI

See: Institute for Scientific Information.

ISO

See: International Organization for Standardization.

isogram

A line on a graph or map connecting points of equal or corresponding average value for a specific variable. *Isorithms* show amount, for example, temperature (*isotherms*), barometric pressure (*isobars*), sunshine (*isohels*), etc. *Isopleths* show frequency (hurricanes, marriages, power plants, etc.). Synonymous with *isoline*. ***See also***: choropleth map.

isopleth

See: isogram.

isorithm

See: isogram.

ISP

See: Internet service provider.

ISSN

See: International Standard Serial Number.

issue

To produce books or other printed materials for public sale or distribution.

Also, all the copies of an edition of a book printed from the same setting of type as the first impression, which may include minor variations or revisions such as a new title page, an additional appendix, an updated bibliography, or a slightly different format. Also used synonymously with state to refer to the priority of copies within a first edition. Compare with variant. ***See also***: as issued and reissue.

Also refers to all the copies of a periodical published on the same date, bearing the same issue number. Purchase of a subscription entitles the subscriber to receive one copy of each successive issue for a prescribed period of time. In libraries, all the issues for the same publication year may be bound in one or more physical volumes, with the bibliographic volume number stamped on the spine(s), to create a back file. ***See also***: back issue, convention issue, current issue, first issue, sample issue, and special issue.

issue date

The specific date or period (spring, summer, fall, winter) by which a particular issue of a serial publication is identified, usually printed on the front cover and on each page as a running foot. ***See also*** issue number.

issue number

The number assigned by the publisher to a separately issued part of a serial

publication to distinguish it from other parts published at different times. Issue numbers are assigned consecutively, starting with the first issue of each publication period. When a serial is published in volumes, issue numbers recommence with each volume.

When an article published in a numbered issue of a periodical is cited, the issue number is usually given in the citation following a colon preceded by the volume number. In the following example, the article appeared on pages 116-123 in the *third* issue of volume 9 of the journal ***Research Strategies***, published in the summer of 1991:

> *Example*:
>
> O'Hanlon, Nancy. "Begin at the End: A Model for Research Skills Instruction." ***Research Strategies*** 9:3 (Summer 1991), 116-123.

IT

See: **i**nformation **t**echnology.

italic

A cursive form of type, first used in an Italian edition of Virgil, which slants heavily to the right, used in combination with roman type for *emphasis* and to indicate foreign words or phrases in a text. In the preceding sentence, the word "emphasis" is in italic, and in the following sentence, the book title appears in boldface italic. Warren Chappell states in ***A Short History of the Printed Word*** (1970) that italic is rooted in a variety of humanistic script known as *cancellaresca* or "chancery" that reached its highest state of development in 16th century Italy when rounded letterforms were elongated to become elliptical. Abbreviated *Ital.* or *It.* ***See also***: bibliographic item and record item.

item

See: bibliographic item and record item.

item record

In cataloging, a record attached to the bibliographic record to track a single copy of a one-volume work, or a single copy of one volume of a work published in more than one separately bound volume, after the item has been acquired and processed by the library. The item record usually indicates item type, volume number, copy number, barcode, location, price, status, applicable loan rule, and information about borrowing transactions, such as patron ID, due date, year-to-date circulation, etc. When item records are used in serials cataloging, each record usually represents a single serial title, and a separate check-in record is created to track individual issues. ***See also***: order record.

item type

A code in the item record for a bibliographic item in a library collection which, in conjunction with patron type, determines the loan rule applied when the item is checked out by a specific borrower. Each library or library system develops and maintains its own set of item types based on the nature of its collection(s).

iterative search

A search for information in which the researcher or investigator repeatedly poses questions until an answer or solution is found.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

JK

jacket

See: dust jacket and sleeve.

jacket cover

A removable covering made of thin, transparent, flexible plastic, designed to fit over the dust jacket of a book published in hardcover, to extend the life of the binding and enhance the visual appeal of the jacket design, available from library suppliers in a range of sizes. Used more extensively in public and school libraries than in academic and special libraries, it allows the outside surface of a book to be easily cleaned with a damp rag or paper towel and disinfectant cleaning solution. The ends should be securely fastened to the cover with adhesive tape of a type that can be removed without damage.

Japanese style

See: Chinese style.

jargon

The specialized vocabulary and idioms of a group of people engaged in the same activity or line of work, for example, the MARCese used by library catalogers in reference to the bibliographic record and its component fields. In a more general sense, speech that is unintelligible or incoherent. Compare with slang.

Java

A high-level programming language widely used for writing client-server application software for the World Wide Web. Introduced in 1995 by Sun Microsystems, ***Java*** enables programs to run on a Java-enabled Web browser regardless of platform (Windows, Macintosh, or UNIX), eliminating the need to write platform-specific versions of the same program. Netscape developed the ***JavaScript*** language to make programming in ***Java*** easier, especially in the design of interactive Web pages, but it is less powerful and limits the designer to the HTML interface. Click here to connect to the ***Java*** page at Sun Microsystems, or try *JavaWorld*. ***See also***: applet.

JavaScript

See: *Java*.

jeremiad

A fierce denunciation of a particular evil, or the evils of society in general, in which

current misfortunes are considered a just penalty for past misdeeds, and repentance extolled as the only road to a happier, more secure future. The term is derived from the *Lamentations of Jeremiah* in the Old Testament. The sermons of Puritan preachers in colonial New England provide abundant examples of this literary form.

jestbook

A collection of jokes, witty anecdotes, epigrams, exempla, and ribald tales, usually with didactic endings. Introduced into Europe from the Muslim world during the 8th century, jestbooks enjoyed greatest popularity during the 16th and 17th centuries. Because of their ephemeral nature, few early examples survive. Also spelled *jest book*. Synonymous with *facetiae*.

jewelled binding

A binding in which the boards are covered in designs done in gold or silver inset with ivory and precious or semi-precious stones, usually with a similarly decorated clasp to keep the vellum leaves of the body pressed firmly together (*example*: ***Heures Francoises et Latines pour Madame L. Gallois***). During the medieval period, this style was used for devotional books commissioned by the Catholic Church and members of the nobility from the 6th century onwards. The lavish use of costly materials was considered an act of religious piety, rather than ostentation, and the colors of the gems often had symbolic meaning. Extremely valuable, the rare survivals are sold by the world's most prestigious auction houses.

jobber

In the United States, a wholesaler that stocks large quantities of new books and nonprint materials (audiobooks, videotapes, music CDs, etc.) issued by various publishers, and supplies them to bookstores and libraries on order, usually at a substantial discount (10-40%). Titles out of print from the publisher may still be available in limited quantity from a book jobber. Large jobbers also offer customized services such as continuation orders, approval plans, cataloging, technical processing, etc. Using a jobber allows a library to operate more efficiently by consolidating book ordering. Directory information on book wholesalers is available in the reference serial *Literary Market Place*. Synonymous in the UK with *library supplier*. Compare with dealer. ***See also***: Baker & Taylor and Ingram.

job description

A detailed description of the duties and responsibilities associated with a specific position in an organization, used in training, performance evaluation, and the allocation of workload. Compare with position description.

job lot

Copies of a book or other publication offered by the publisher at lower than list price to a wholesale bookseller known as a jobber, usually to reduce or close out stock of a particular title. Compare with remainders.

joint

In bookbinding, the narrow portion of covering material affixed directly to the endpaper along the groove separating the board from the inlay over the spine, forming

the hinge that allows the cover to open and close like a door. A book has a *front joint* connecting the front board to the spine, and a *back joint* connecting the back board to the spine. On the inside, the hinge is formed by the fold in the endpaper, reinforced in some editions with a cloth strip.

joint author

In *AACR2*, a person who collaborates with one or more others to produce a work in which all who contribute perform the same function. The contributions of the individual collaborators may not be indicated and are usually not separable. In cataloging, the main entry is made under the name of the author listed first on the chief source of information (the primary author), with added entries for the other authors, unless the primary responsibility clearly rests with one author. Bibliographic style manuals differ in the maximum number of joint authors named in a citation. Synonymous with *coauthor*. Compare with composite work. ***See also***: shared responsibility and *et al.*

joint imprint

The imprint of two or more publishers, appearing on the title page of the same edition of a work. In most instances, the co-publishers market and distribute the work in different countries or regions of the world. For a recent example, see ***The Great Libraries: From Antiquity to the Renaissance***, published in 2000 by Oak Knoll Press and The British Library, assigned separate ISBNs for the US and UK.

joint pseudonym

See: pseudonym.

joint publication

Publication (by prior agreement) of the same work by two different publishers in separate editions, often in hardcover by a university press and in paperback by a trade publisher. Compare with co-edition. ***See also***: simultaneous publication.

joint use

A cooperative arrangement between a library and another institution, such as a school, community college, or university, in which both institutions share the same facility and/or collections for example, the Dr. Martin Luther King, Jr. Library in San Jose, California, a partnership between the City of San Jose and San Jose State University in which the San Jose Public Library and the University library share the same building and collections.

journal

A periodical devoted to disseminating original research and commentary on current developments within a specific discipline, subdiscipline, or field of study (*example*: ***Journal of Clinical Epidemiology***), usually published in quarterly, bimonthly, or monthly issues sold by subscription. Journal articles are usually written by the person (or persons) who conducted the research. Longer than most magazine articles, they almost always include a bibliography or list of works cited at the end. In journals in the sciences and social sciences, an abstract usually precedes the text of the article, summarizing its content. Most scholarly journals are peer-reviewed. Scholars often

use a current contents service to keep abreast of the journal literature in their fields of interest and specialization.

A library usually binds the all the issues for a given publication year in one or more annual volumes, or converts its print issues to microform. Articles from some journals are available in digital format in full-text bibliographic databases, usually by licensing agreement. Some journal publishers also provide an electronic version accessible via the World Wide Web. Abbreviated *jour*. Compare with magazine and journal of commentary. ***See also***: archival journal, commercial journal, core journal, electronic journal, hybrid journal, library journal, synoptic journal, technical journal, and trade journal.

Also refers to a record of events, experiences, thoughts, and observations kept on a regular basis by an individual for personal use. Writers often keep a daily journal to record ideas and material that may subsequently be incorporated into their works. Synonymous in this sense with diary.

journalese

The rather trite style of writing used by some newspaper and broadcast journalists, who rely on cliches and hackneyed expressions to pitch a story to the widest possible audience ("rattlesnake roundup rattles rights groups"), avoided in serious journalism.

journalism

The art of gathering news, writing and editing copy, or directing the publication of a newspaper, magazine, or journal. A person who turns news into copy is a *journalist* (also refers to the person who keeps a journal or diary). A photographer who specializes in capturing news on camera is a *photojournalist*. In the United States, Pulitzer Prizes are awarded annually for distinguished public service in journalism, and for reporting in a variety of categories (feature writing, commentary, criticism, editorial writing, cartooning, and photography).

journalist

See: journalism.

journal of commentary

A periodical that specializes in the publication of news analysis and discussion of political, social, and cultural issues, usually from an editorial position somewhere on the political spectrum, for example, the ***National Review*** on the right or ***The Progressive*** on the left. Journals of commentary are usually issued monthly and sold at news stands, in bookstores, and by subscription. Compare with magazine and journal.

journal pagination

In journal publishing, page numbers often begin with the first page of the first issue in a volume, and continue in a single numeric sequence through the last page of the last issue in the volume. This means that the pagination in each issue (except the first) begins where the previous issue ended. Since most journals are published quarterly and bound into annual volumes, continuous pagination makes it easier for the user to

find a specific article by page number in the appropriate volume. Compare with magazine pagination.

journals consortium

An organization that handles the production and distribution of a number of journals, but does not necessarily exercise editorial control over them if they are owned by other organizations. In the United States, perhaps the best-known example is the journals publishing division of the Johns Hopkins University Press which provides online access through *Project MUSE* to the full-text of its own journals, plus sixty titles from other scholarly publishers.

JPEG

An acronym which stands for **J**oint **P**hotographic **E**xperts **G**roup, a standard for compressing still images in digital format at ratios of 100:1 and higher. Data compression is accomplished by dividing the image into small blocks of pixels, halved again and again until the desired ratio is reached. Data is lost each time the compression ratio increases. Pronounced "jay-peg." Compare with MPEG. ***See also***: GIF.

JSTOR

A nonprofit organization that began as a digital text initiative of the Andrew W. Mellon Foundation, ***JSTOR*** provides searchable bibliographic databases containing the complete full-text back files of core scholarly journals in a wide range of disciplines, current to within 2-5 years. Click here to connect to the ***JSTOR*** homepage. ***See also***: *Project MUSE*.

jukebox

See: CD-ROM changer.

jumbo file

A collection of prints, pictures, and/or documents of unusually large size, organized for ease of access in a folder, portfolio, or other container of a size sufficient to accommodate them.

jump page

The page of a newspaper, magazine, or other periodical on which a story or article that begins on the first page (or near the front of the issue) is continued, usually indicated by the references "Continued on page..." and "Continued from page..." at the break in the text.

junk mail

Unwanted e-mail messages, usually advertising not solicited by the recipient. ***See also***: spam.

justification

In typesetting, the equal and exact spacing of words and letters in a line of type to make the text block appear even vertically at the right- and/or left-hand margins. Type aligned with the left margin is said to be *left-justified*. Aligned with the

right-hand margin, it is said to be *right-justified*. Type can also be *centered* on a page, as in headings. Compare with alignment. ***See also***: ragged.

justified

See: justification.

juvenile collection

A library collection of books and other materials intended specifically for children under 12-13 years of age, shelved separately from the adult and young adult collections, sometimes in a children's room with separate sections for juvenile fiction and nonfiction, beginning readers and easy books, picture books, and books for very young children (alphabet books, counting books, board books, cloth books, etc.). Juvenile collections are usually managed by a librarian with specialized training in children's services. ***See also***: Association for Library Services to Children.

juvenilia

Works produced during the childhood or youth of an artist or writer, which may reveal literary or artistic immaturity, but often compensate with an abundance of youthful enthusiasm and a style or approach that is highly innovative.

kanji

A subset of approximately 5,000 Chinese ideograms borrowed or adapted by the Japanese for use in their own written language. In 1946, the Japanese government selected a smaller subset of 1,850 for use in official publications and in newspaper/magazine publishing. Also refers to any one of these loan characters.

keep down

In typesetting, an instruction to the typesetter to use capital letters sparingly in the titles of works mentioned in the text. The opposite of keep up.

keepsake

See: giftbook.

keep up

In typesetting, an instruction to the typesetter to use capital letters at the beginning of each word of the title of any work mentioned in the text. Prepositions, conjunctions, and initial articles are usually *kept down*, making "The Adventures of the Huckleberry Finn" an *all up* setting. In modern British practice, only the first word and proper names are capitalized ("The adventures of Huckleberry Finn"). In French, only the first word following the initial article and proper names are capitalized. In Italian, only the initial article is capitalized. In German, all nouns are capitalized. The opposite of keep down.

Kelmscott Press

A private press founded in 1891 by the architect, designer, writer, calligrapher, and typographer William Morris (1834-1896) who sought to revive, in modern book production, the aesthetic of the medieval period and early printing. Although the press survived only until 1894, the 53 books it issued set a very high standard of beauty and craftsmanship. For more information about the Kelmscott Press, please see the entry

in ***A Dictionary of Book History*** (1986) by John Feather. For images of works produced by the Press, see the exhibit catalog ***William Morris and the Art of the Book*** (1976) published by the Pierpont Morgan Library, or click here.

kerf

A shallow groove cut into the binding edge of the sections of a book, perpendicular to the spine near the head and tail of the text block, to allow the kettle stitching to be recessed. Also spelled *cerf*.

Kermit

An asynchronous communication protocol developed and maintained by the Kermit Project at Columbia University, which enables files to be transferred from one computer system to another. Accurate, flexible, and customizable, Kermit includes terminal emulation and can be installed on almost any operating system. Although it is not in the public domain, Columbia University allows Kermit to be used as shareware, but encourages users to purchase the product in support of the Project. Click here to connect to the homepage of The Kermit Project at Columbia.

kern

The portion of the face of a unit of type that extends beyond the edge of its body to overlap an adjacent character (*example*: the lowercase italic *f* in many typefaces). *Kerning* is also refers to the practice in typesetting of backspacing to tuck one character into another to avoid the appearance of irregular spacing in a line. Pairs of letters close-fitted in this way include AT, AV, Ta, Wa, etc. The term is also used in typesetting for the practice of reducing the space between characters to make copy fit a given line length.

kettle stitch

In hand-binding, a special end stitch taken near the head and foot of each section to lock the sewing thread after it passes down the fold, linking adjacent sections through their folds and producing two rows of kettle stitches perpendicular to the binding edge, one near the top and the other at the bottom of the spine. In some editions, a shallow groove called a kerf is cut into the binding edge at each end of the spine to recess the kettle stitching. Synonymous with *catch stitch*.

keyboard

A thin flat peripheral device that allows a computer user to enter input by manually depressing keys marked with letters, numerals, and special characters. The keys can be arranged in a single set of parallel rows, or split into two sets of rows (fixed or adjustable) to make them more ergonomic. A computer keyboard can be built-in, as in a laptop, or a separate piece of equipment, as in most desktop personal computers.

key control

The process of establishing and maintaining the list of persons authorized to access keys to the door locks and lockable equipment in a library, as a means of securing the facility's locking system. A full survey of all locks and lock locations must first be conducted and an inventory made of all existing keys. Then key distribution is carefully recorded, including keys retrieved from employees who leave library

employment. Access to master keys is limited to essential personnel, using a two-key system in areas where security is especially important (rare books, special collections, computer equipment rooms, etc.). When not in use, keys are stored in a secure cabinet, with a log for recording name of borrower, date of issue, and date of return.

keypad

A small hand-held infrared device used in large-screen demonstrations of online systems to enable the instructor to control electronic equipment installed on the demonstration console. Also, the part of a full-size computer keyboard consisting of a set of programmable numeric keys, usually arranged in four rows on the far right-hand side.

Also refers to a security device consisting of a small set of numeric keys, usually mounted on a wall near a door, to allow the automatic alarm system to be deactivated and reactivated by a person typing a valid authorization code.

key title

The unique name assigned to a serial publication, linked to the International Standard Serial Number (ISSN) under the International Serials Data System (ISDS), usually (but not always) the same as the title proper. In library cataloging, the key title is given immediately following the ISSN in the bibliographic record. If there is no ISSN, the key title is not added. Also spelled *key-title*.

keyword index

A type of subject index in which significant words, usually from the titles of the works indexed, are used as headings. When a string of keywords is rotated, such an index is said to be permuted. ***See also***: KWAC, KWIC, and KWOC.

keyword(s)

A significant word or phrase in the title, subject headings (descriptors), contents note, abstract, or text of a record in an online catalog or bibliographic database which can be used as a search term in a free-text search to retrieve all the records containing it. ***See also***: stopword.

Most online catalogs and bibliographic databases include an option that allows the user to type words that describe the research topic (in any order) and retrieve records containing the search terms in the data fields the system is designed to search whenever the keywords option is selected. One disadvantage of a keywords search is that it does not take into account the *meaning* of the words used as input, so if a term has more than one meaning, irrelevant records (false drops) may be retrieved. Keywords are also used as access points in KWAC, KWIC, and KWOC indexing. ***See also***: Boolean and truncation.

kilobyte

See: byte.

kinescope

A motion picture made by filming the images displayed on a television monitor.

kiosk

A small circular pavilion, usually located near the entrance to a library, used for displaying announcements, dust jackets removed from new books, reading lists, comments and suggestions from library users (sometimes with responses from library administration), and other information concerning library operations and programs. ***See also***: bulletin board.

Also refers to a free-standing furnishing equipped with a multimedia computer to allow users to retrieve information "on the run" via a touch screen, used in airports and other public locations to provide directions, scheduling information, etc.

kit

A set of related instructional materials in more than one medium, designed to be used as a unit with no single medium predominating, usually in the classroom or in a school library. Kits are often stored in a container to keep the parts together. In academic libraries, they are usually shelved in the curriculum room. Synonymous with *multimedia item*.

In *AACR2*, this category also includes items consisting of a single-medium package of textual material, such as a set of activity cards. Compare with game.

knowledge

Information that has been comprehended and evaluated in the light of experience, and incorporated into the knower's intellectual understanding of its subject. ***See also***: epistemology.

known-item search

A search in a library for a specific work, as opposed to a search for *any* work by a known author or for works on a particular subject. If the title of the work is known, the easiest way to locate a copy is to search a library catalog or bibliographic database by title. When the user is uncertain of the precise wording of the title, the best strategy may be to search by author's name. If at least 2-3 significant words in the title are known with certainty, a keywords search may retrieve an entry for the work.

Kochel number

See: opus number.

kraft paper

A heavy, unbleached grade of coarse paper, usually mocha brown in color, used for paper bags and wrapping paper. In publishing, kraft paper is used for the outer wrapper on magazines to protect the glossy cover from damage in mailing. In binding, a narrow strip of kraft paper may be used as a second lining to reinforce the layer of thin fabric called crash (or *super*) affixed to the binding edge of the sewn sections as the first lining to hold them firmly together.

Kunstlerroman

From the German word *Kunstler* ("artist") and the French word *roman* ("novel"), a novel that traces the growth of a writer's creative genius from childhood to maturity, with particular attention to major trials and obstacles, and their influence on the

development of the artist's character and work (*example*: ***A Portrait of the Artist as a Young Man*** by James Joyce). Compare with Bildungsroman.

KWAC

An acronym for ***K**eyword **a**nd **C**ontext* (also known as ***K**eyword **a**longside **C**ontext*), an algorithmically generated index in which keywords from the title (and sometimes the text) of a document are printed as headings along the left-hand margin of the page, with the portion of the title or text following each keyword indented under the heading, followed by the portion of the title or text preceding the word. Unlike KWOC indexing, this method preserves multiword terms and phrases in the alphanumeric sequence of headings. Compare with KWIC.

Example:

academic
support systems for distance learning. Libraries and
distance
learning. Libraries and academic support systems for
learning
Libraries and academic support systems for distance
libraries
and academic support systems for distance learning

KWIC

An acronym for ***K**eyword **i**n **C**ontext*, a type of permuted index in which the title of a document (and sometimes the text) is used to illustrate the meaning of a keyword used as an entry. Tagged by hand or extracted from the document algorithmically, keywords are printed in alphabetical order at a fixed position in a line of fixed length (usually at the center), so that they appear in a column, with as much of the context as can be accommodated preceding and following each word. The keywords in the column may be distinguished typographically to make them easier to read. Keyword and context are usually coded to identify the document indexed. Compare with KWAC and KWOC.

Example:

Libraries and	**ACADEMIC** support systems for distance learning.
ort systems for	**DISTANCE** learning. Libraries and academic supp
ems for distance	**LEARNING**. Libraries and academic support syst
stance learning.	**LIBRARIES** and academic support systems for di

KWOC

An acronym for ***K**eyword **o**ut **o**f **C**ontext*, a variation on the KWIC (Keyword in Context) index, in which keywords extracted algorithmically from the title of a document (and sometimes the text) are printed as headings along the left-hand margin of the page, with the titles or portions of text containing each keyword indented under the corresponding heading. A symbol may be substituted for the keyword in the string of text. Unlike KWAC indexing, this method does *not* preserve multiword terms and

phrases in the alphanumeric sequence of headings.

Example:

libraries

academic support systems for distance learning. **Libraries** and distance learning. **Libraries** and academic support systems for learning. **Libraries** and academic support systems for distance support systems for distance learning. **Libraries** and academic systems for distance learning. **Libraries** and academic support

L

LA

See: **L**ibrary **A**ssociation (UK).

lab

See: instruction lab.

label

A small paper form on which information can be written, typed, or printed, designed to be affixed to the surface of an item such as a book, usually for purposes of identification or classification. Libraries use labels extensively in technical processing. They are available precut from library suppliers in various colors, shapes, and sizes, either blank or preprinted, with or without adhesive backing. Labeling tape is also available for making customized labels mechanically. When labels are used in preservation, they should be acid-free. In a broader sense, any identifying mark attached to a thing to set it apart or provide information to those using or viewing it (*see* labeling). ***See also***: spine label.

labeling

The controversial practice of affixing a warning mark or label to library materials considered unsuitable for young children or that contain language or images which some readers or viewers might find offensive or distressing. The practice is followed by some public television stations in the United States when programs containing adult language or graphic images of sex and/or violence are broadcast at times when children are likely to be watching.

lab manual

A book of exercises that includes instructions for laboratory experiments to be carried out, usually under the supervision of an instructor, by a student enrolled in a course in the sciences, often published in softcover in conjunction with a textbook.

lacuna

A gap in a library collection, usually in the holdings on a specific subject or by a particular author, which the library seeks to fill in order to meet the needs of its users. Also refers to a missing portion of a page, or missing pages, in a manuscript or text, especially when caused by damage or normal wear and tear. Plural: *lacunae*.

lai

In medieval French literature of the late 12th to 13th century, a short poem composed in octasyllabic couplets. Provencal lais were love poems composed to be sung to music. Marie de France, who wrote in old French at the court of Henry II (Plantagenet), is famous for her short romantic narratives on themes drawn from Arthurian and other Celtic legends. Click here to connect to the homepage of the International Marie de France Society which provides the text of some of her lais.

The term *lay* was also used by English poets of the 18th and 19th centuries in reference to a song or relatively short narrative poem with romance or adventure as its central theme (*example*: ***Lay of the Last Minstrel*** by Sir Walter Scott).

laid in

A single sheet inserted but not glued into a book or other printed publication. Compare with integral.

Also used in a note in a catalog entry to indicate a leaflet or pamphlet included in a record album or musical publication, usually containing information about the contents.

laid paper

Handmade paper which, when held up to a light source, reveals a pattern of fine, faintly translucent parallel lines intersecting at right angles in a grid made by the wires of the papermaking frame. The same effect is achieved in machine-made paper by the dandy roll, a cylinder that smooths the surface and impresses designs such as the watermark and countermark. Compare with wove paper.

LAMA

See: **L**ibrary **A**dministration and **M**anagement **A**ssociation.

Lambda Book Report

A monthly review publication published by the Lambda Literary Foundation, a nonprofit organization supporting gay and lesbian literature. The Foundation also sponsors the annual Lamda Literary Awards and Behind Our Masks, an annual writers conference. Click here to connect to the Lambda Literary Foundation.

lamination

A method of preserving old and fragile documents in which a layer of thin transparent plastic film is adhered to one or both sides of a sheet of paper or board by means of heat and/or pressure, sealing it against dust and atmospheric conditions. Processes of deterioration inherent in the object are not arrested by lamination. Encapsulation is preferred in preservation work because it is reversible. Lamination is also used in libraries to protect and enhance the appearance of dust jackets on hardcover books

and the covers of paperback editions. Available in rolls from library suppliers, *laminate* is applied by hand or on a machine called a *laminator*.

lampoon

A biting satire written in prose or verse, usually directed against an individual in public life or an institution that has become the object of public scrutiny. Lampoons written in verse were popular in England during the 18th century. The form was given new life in 20th century by publications such as the *Harvard Lampoon* and its close relative, the *National Lampoon*. Because this form of humor exposes its subject(s) to public ridicule, libel laws impose restraint. ***See also***: caricature.

LAN

See: **l**ocal **a**rea **n**etwork.

landmark building

A library facility preserved because it has architectural and historical significance, for example, the New York Public Library building at 5th Avenue and 42nd Street in Manhattan which houses the humanities and social sciences research collections. Designed in the beaux-arts style by John Merven Carrere and Thomas Hastings, and constructed on the site of the old Croton Reservoir, the building opened in the spring of 1911.

language

The system of conventional sounds and symbols developed over time by a specific human population as a means of expressing and exchanging thoughts, feelings, information, and knowledge. A language consists of a vocabulary and rules of grammar, syntax, and orthography. A *national language* is the official language of a specific country, used in its government publications and educational institutions. Some countries have more than one national language, for example, Canada where both English and French are officially recognized.

In library cataloging, the language in which a work is written or spoken. A note is made in the bibliographic record only when the language of the text is not apparent from the rest of the bibliographic description, as in the case of a film subtitled in a language different from that of the dialogue or narration. In some online catalogs and bibliographic databases, it is possible to limit search results by language. Click here to connect to the *MARC Code List for Languages*. Abbreviated *lang*. ***See also***: artificial language, indexing language, and natural language.

language dictionary

A dictionary that lists the words of one language, in alphabetical order, with definitions in another. Some language dictionaries are divided into two parts, first listing the words of a language with definitions in another, and then vice versa. Click here to connect to a list of links to online language dictionaries maintained by *YourDictionary.com*. Compare with polyglot dictionary.

lapsit services

Library services and programs designed for very young children (12-24 months old)

in conjunction with their adult caregivers, including nursery rhymes, songs, finger plays, and storytelling, often with the aid of a flannel board or puppets.

laptop

A small portable battery-operated personal computer, usually equipped with a built-in keyboard and mouse, and a flat panel monitor that folds over the keyboard to form a cover. Modern research libraries are retrofitting study areas to provide network connectivity for patrons who use laptops, and some academic libraries are installing them in classrooms used for bibliographic instruction. Synonymous with *notebook*. Compare with personal digital assistant (PDA). ***See also***: docking station.

large paper edition

An edition in which the leaves are larger in size than the trade edition (and usually printed on better quality paper) making the margins wider than normal. Limited and deluxe editions are often printed in this way.

large print (LP)

Any type size larger than 16-point. Also refers to books printed in type larger than the 9-, 10-, or 11-point size normally used for text, mostly publications for visually impaired, elderly, and young readers (picture books, beginning readers, etc.). The National Association for Visually Handicapped has established standards for LP materials. English-language LP materials currently in print (and forthcoming) are listed in ***The Complete Directory of Large Print Books and Serials***, a reference serial published by R. R. Bowker, arranged by subject, with author and title indexes, and printed in 14-point type to facilitate use by sight-impaired readers.

laser disk

See: optical disk.

laser pointer

A small battery-operated metal wand about the size of a fountain pen, designed to project a narrow laser beam of intense red light onto a wall screen or other display surface, in daylight or a darkened room, from a distance of over 100 yards, used for emphasis by speakers during presentations including visual aids. Most models include a pocket clip or come with a carrying case.

laser printer

An output device introduced by IBM in 1975 that uses a laser beam and electrostatic imaging to print text and/or image(s) by transferring and fusing toner to the surface of paper, one sheet at a time. Resolution is determined by the spot size of the laser. Print quality is superior to that of dot-matrix and ink-jet printers. Hewlett-Packard is currently the major manufacturer of personal laser printers, from low-end desktop models capable of printing 4-8 pages per minute, to large office units capable of printing up to 32 pages per minute.

latin

A general term used in typography to refer to all typefaces that have their origin in the Latin alphabet, as opposed to those that do not (Arabic, Chinese, Greek, Hebrew,

etc.). Also refers to typefaces that have wedge-serifs.

Laubach Literacy (LL)

A nonprofit educational corporation dedicated to helping adults of all ages improve their lives and communities by learning essential literacy skills (reading, writing, math, and problem-solving). Its publishing division, New Readers Press, distributes over 500 titles to literacy programs, libraries, schools, prisons, and religious organizations in the United States. **LL** is an affiliate of the American Library Association. Click here to connect to the **Laubach Literacy** homepage.

law binding

A style of binding used for law books in which the boards are covered in leather or imitation leather of a medium to light color, with two contrasting bands of a darker color on the spine (usually dark red, green, or blue).

law library

A type of special library with a collection consisting primarily of materials for legal research and study, including case law, federal and state statutes, international legal agreements, treatises, reference works, legal periodicals, and electronic search tools. A law library maintained by a court, law school, or legal firm is normally managed by a *law librarian* who may hold a J.D. degree in addition to the M.L.S. or M.L.I.S. ***See also***: American Association of Law Libraries.

lay

See: lai.

layout

In typography, the overall plan of a printed publication showing the placement of text blocks, illustrations, captions, running heads, etc., and indicating fonts and font sizes, intended to be followed by the printer. Also refers to the process of preparing copy for typesetting, and to the preliminary rough sketch and eventually to the more precise drawing called a "comprehensive" showing the general appearance of a printed page, usually done on special paper ruled in 12-point squares. Compare with make-up.

Also, the manner in which components of an interface or online document, such as a Web page, are arranged by the designer for viewing on the user's computer screen.

LBI

See: **L**ibrary **B**inding **I**nstitute.

LC

See: **L**ibrary of **C**ongress.

LCC

See: **L**ibrary of **C**ongress **C**lassification.

LCCN

See: **L**ibrary of **C**ongress **C**ontrol **N**umber.

LCD

***L**iquid **c**rystal **d**isplay*, a technology used in display panels and projectors that enables the output from a computer or other digital device to be projected onto a large screen. **LCD** technology is used in laptops because it requires less power than a conventional light-emitting monitor and occupies less space, allowing a flat panel to be used as the display unit; however, an external light source is required (ambient light is usually sufficient).

LCRI

See: ***L**ibrary of **C**ongress **R**ule **I**nterpretations*.

leader

The first field of a MARC record, consisting of 24 character positions, each of which encodes data of a specific type, mostly information of use to catalogers, such as record status (new, corrected or revised, deleted, etc.) and descriptive cataloging form (*AACR2*, ISBD, etc.), or codes to facilitate record retrieval (character coding scheme, base address of data, etc.). Cataloging software usually provides prompts or windows to assist catalogers as they enter information in the leader. ***See also***: fixed field.

Also refers to the strip of film without images at the beginning of a filmstrip, motion picture, or roll of unexposed film, used to thread the projector, processing machine, or camera. Compare with trailer.

leaders

In typesetting, a line of dots or dashes intended to direct the reader's eye across the page, as from a chapter title listed in a table of contents to the appropriate locator (usually a page number) in the right-hand column. Also, a publishing term for the most important titles on a publisher's frontlist.

leading

In printing, the amount of vertical space allowed by the typesetter between lines of type in a column or on a page. Pronounced "ledding."

lead-in title

Backlisted titles offered in a book club mail advertising campaign at very low prices or no charge, as an inducement to potential subscribers, or as bonuses or dividends to existing members. Synonymous with *introductory title*.

lead-in vocabulary

In a thesaurus of the controlled vocabulary used in indexing the literature of an academic discipline (or group of disciplines), cross-references are included to direct or "lead" the user from synonyms and quasi-synonyms to the authorized subject heading or descriptor, usually by means of an instruction to *see* or USE the preferred term. A thesaurus containing such cross-references is said to have syndetic structure.

lead story

The most important item of news reported in an issue of a newspaper or news magazine, or in a television news broadcast, usually printed on the front page, featured on the front cover, or introduced in the opening minutes of the program. The

lead story is usually longer and more detailed than the other stories published in the same issue or broadcast on the same program.

lead term

In indexing, the first word in a heading or content descriptor, which determines the position of the heading when it is listed or filed in alphanumeric sequence. In headings of two or more words, conventional word order is sometimes inverted to bring the most significant word into first-word position (*example*: **Law, Spartan** as opposed to **Spartan Law**).

leaf

In book production, a sheet or half-sheet of paper or parchment when folded in half forms two leaves, each of single thickness with two pages, one on each side, either blank or printed. In early books, the leaves were consecutively numbered only on the recto or right-hand page of an opening (foliation), but in modern book production, the recto usually bears an *odd* page number and the verso or left-hand page an *even* number (pagination), sometimes reversed in reprints. ***See also***: double leaf and folio.

Also refers to very thin sheets of silver or gold, used to highlight lettering or ornamentation stamped on a book cover, or applied to one or more of the edges of a bound volume to give the appearance of luxury. ***See also***: burnish.

leaflet

A publication of two to four pages, unstitched and unbound, usually folded or stapled together, as in the program notes distributed to attendees at a performance. Also refers to a thin pamphlet of comparatively small size.

leak

In information systems, the loss of confidentiality that results when security precautions are breached. When sensitive information falls into unauthorized hands, the consequences can be devastating for those who have a stake in maintaining secrecy, but leaks can also be intentional (to divert attention, pre-empt criticism, etc.).

lean matter

A printer's term for copy that takes longer than usual to set because it does not contain much white space, for example, a scholarly essay or treatise, as opposed to dialogue or poetry. The opposite of fat matter.

learning curve

A graphical representation of the rate at which learning occurs, particularly in a new environment or subject area. A learning curve may be *steep*, *moderate*, or *gentle* depending on the amount of new knowledge to be acquired, its complexity, and the time available to complete the task.

learning resources center (LRC)

Synonymous in the United States with school library.

learning style

See: cognitive style.

leased line

See: dedicated line.

leasing plan

See: book lease plan.

leather

The skin of an animal (calf, sheep, goat, pig, seal, etc.), processed for use in bookbinding. Often dyed an attractive color, the leather used on book covers may also be embellished with inlay and/or tooling, blind or highlighted in gold or silver. Leather-bound books were common up to the mid-19th century. Today, cloth, paper, or synthetic material is used to cover the boards of trade books published in hardcover. Real leather is used only in hand-binding. Compare with imitation leather and leatherette. ***See also***: ooze leather.

leather-bound

A book bound, fully or partially, in the processed skin of an animal, with the back of the spine always in leather. Medieval manuscripts and early printed books were bound in wooden boards covered in leather or parchment. In modern book production, leather is used mainly in hand-bound books of fine quality. Leather bindings can be plain or tooled, with any tooling left blind or gilt. Compare with imitation leather and leatherette. ***See also***: calf, goatskin, morocco, pigskin, and ooze leather.

leatherette

A durable bookbinding material available in various colors, made from strong machine-glazed paper, embossed to give the appearance of a leather surface.

lectern

A reading desk in a Christian church, especially one from which portions of the Scriptures are read aloud during services. In a more general sense, any sloping desk or stand, usually with a narrow ledge called a book stop along the bottom edge to support an open book or sheaf of papers, and to allow the reader free use of the hands.

lectionary

A liturgical book containing selections from the Christian Scriptures, indicating the sequence in which they are to be read by a congregation during services throughout the year.

legal value

See: archival value.

legend

A visual aid that explains to the reader the symbols used on a map or in a diagram. Also refers to the title or caption printed below an illustration, or on a coin or medal.

Also, a traditional story of a well-known event, sometimes concerning the life of a national folk hero, which may contain fictional or supernatural elements, but is considered to have some basis in historical fact (*example*: Paul Bunyan). Compare

with folktale and myth.

legibility

The cumulative visual effect of the physical appearance of written or printed text, which depends on the size, shape, and darkness of the characters, their distance from each other, length of line, and the amount of spacing between words and between lines. Other factors that determine legibility are the color and finish of paper, available illumination, and the experience and skill of the reader. In printing, the legibility of text is enhanced by no more than thirteen words per line, adequate type size (9- to 12-point), margins of sufficient width and balance, clarity of type, density of ink, and a paper finish that reduces glare (matte rather than smooth).

legible

Writing or printing that can be easily read or deciphered by the human eye, the opposite of *illegible*. Legibility is an important consideration in the design of printed material. Compare with readable.

legislative history

A chronological account of the steps involved in the passage of a bill into law, including events leading up to the first draft, committee hearings, lobbying efforts, floor debates, compromises, final vote, enactment, and any subsequent history, such as a presidential veto or court test. ***See also***: legislative reference service.

legislative reference service

An agency or unit of government that provides research assistance to legislatures and other government agencies on issues related to proposed legislation. This function may include assistance in drafting and indexing bills. At the federal level, legislative reference service is provided by *Congressional Research Services*, a division of the Library of Congress. ***See also***: legislative history and *THOMAS*.

lender string

In interlibrary loan, a list of the OCLC symbols of up to five libraries, selected by the borrowing library from the holdings display in the OCLC *WorldCat* database as potential lenders for an item requested by a library patron. OCLC queries the first prospective lender on the list and if the request is not filled, the second is automatically queried, and so on. Should the request remain *unfilled* after the first five libraries have been contacted, the borrowing library has the option of selecting a second string of five new OCLC symbols from the holdings list and repeating the process.

lending library

A library or other institution that sends materials on request to another library, usually via interlibrary loan. Compare with borrowing library. ***See also***: net lender.

letter

In writing and printing, a character or symbol used to represent a speech sound. All the letters of a written language constitute its alphabet. The Latin alphabet used to write the English language contains 26 letters, each with an uppercase and lowercase

form. ***See also***: lettering.

Also refers to a handwritten, typewritten, or printed personal or business message of one or more persons, usually enclosed in an envelope and delivered to the addressee by post or courier. Compare with correspondence. ***See also***: cover letter, epistle, letter to the editor, and missive.

letter-by-letter

A method of alphabetization in which any punctuation marks and divisions are ignored in a heading consisting of two or more words, and the heading treated as a single word ("newt" appearing before "New Testament"). ***The Chicago Manual of Style*** recommends a modification in which the method is followed only to the first comma or parenthesis, to keep identically spelled surnames together. Most dictionaries are alphabetized in this fashion. Synonymous with *all through* and *follow through*. Compare with word-by-word.

lettered

Inscribed with letters of the alphabet, especially the title on the spine of a book, usually done in letters of contrasting color or gilt. Also refers to a person who is educated or literate.

letterform

The shape of the uppercase and lowercase letters of the Latin alphabet, especially with reference to their evolution in calligraphy and their design in typography. Also spelled *letter form*. For a brief but informative treatment of the history of letterforms, please see the entry on "Letters" in Geoffrey Glaister's ***Encyclopedia of the Book*** (Oak Knoll/British Library, 1996).

lettering

The act of making letters or of inscribing with letters, numerals, and special characters, especially by hand-printing, painting, or calligraphy. In binding, the process of marking the cover of a volume with the title, name of author, volume number, etc. To remain sharp and legible, lettering on the outside of a book should be applied with sufficient pressure, temperature, and dwell to ensure permanent adhesion of the stamping foil to the covering material.

letterpress

The original printing process invented by Johann Gutenberg in which the raised surface of metal type, or an image on a block or plate, is coated with ink transferred directly to paper (or some other printing surface) by the application of pressure. After a press run, type may be left standing for subsequent reuse, or broken up and used for another job. In modern printing, letterpress had been largely replaced by offset. Also spelled *letter-press*. ***See also***: intaglio and lithography.

letters

The handwritten, typewritten, or printed personal or business messages of one or more persons. A letter is usually enclosed in an envelope and sent to the addressee by post or courier. In *AACR2*, the collected letters of a single person are cataloged under

the name of the writer, with an added entry for the editor or compiler. If the letters are addressed to the same person, an added entry is also made under the name of the addressee. The collected letters of several writers are cataloged under the name of the editor or compiler. Compare with correspondence.

Also refers to learning or knowledge in a general sense (as in the phrase "arts and letters") and to the profession of the writer, with reference to literary works.

letters patent

A written document of record, issued by a government or monarch to confer a right, privilege, title, office, or property on a person or corporate entity, in a manner that is open for inspection.

letter to the editor

A letter, usually printed at the discretion of the publisher on the editorial page of a newspaper or magazine, in which a reader expresses his or her views on the subject of a previously published article or editorial, or on the editorial policy of the publication in general, sometimes followed by a brief response from the editor(s).

levant

A high-quality open-grained morocco leather made from the skin of the Angora goat, used in bookbinding to achieve an elegant, highly polished look.

level of description

In library cataloging, the amount of detail given in a bibliographic record, indicated by the number of data elements included in the bibliographic description of the item. *Anglo-American Cataloging Rules* specify three distinct levels of description: full level, core level, and minimal level.

lexicography

The process of writing and compiling a dictionary or glossary, including the selection of terms and the preparation of an entry for each word, giving the correct spelling, pronunciation, derivation, one or more definitions, and sometimes antonyms and examples of usage. The person who writes or compiles such a work is a *lexicographer*. Compare with lexicology.

lexicology

The field of study devoted to the origins, form, and meaning of words in any language. Compare with lexicography. ***See also***: etymology.

lexicon

Originally, a dictionary of Greek, Hebrew, Arabic, or some other literary language. In modern usage, a specialized dictionary or glossary of the words of a specific subject or field of study. In linguistics, a list of all the lexical items (lexemes) in a given language. ***See also***: vocabulary.

LHRT

See: **L**ibrary **H**istory **R**ound **T**able.

liaison

In academic libraries, librarians are often assigned one or more academic departments for which they serve as intermediary between the teaching faculty and the library. Liaison responsibilities may include bibliographic instruction, collection development (including reference and electronic resources), current awareness, and faculty training in the use of library resources. Most liaison librarians have academic preparation or at least some level of expertise in the disciplines they serve.

LibDex: The Library Index

A searchable worldwide online directory of library homepages, Web-based OPACs, Friends of the Library homepages, and library e-commerce affiliates, maintained by Peter Scott of the University of Saskatchewan Library. Click here to connect to ***LibDex***. ***See also***: *Libweb*.

libel

A written or printed statement or representation intended to expose a person, group of persons, or corporate entity to public ridicule or contempt, or to damage in some other way the reputation of its subject. Also refers to the act of publishing such a statement. Burden of proof is on the plaintiff to show that actual damage occurred. In the United States, the constitutional guarantee of freedom of speech and press provides no protection to libelous statements. *Slander* is defamatory words spoken but not published in writing or in print.

LIBER

See: **L**igue des **B**ibliotheques **E**uropeennes de **R**echerche.

librarian

A professionally trained person responsible for the care of a library and its contents, including the selection, processing, and organization of materials and the delivery of information, instruction, and loan services to meet the needs of its users. In an online environment, the role of the librarian is to manage and mediate access to information which may exist only in electronic form.

In the United States the title is reserved for persons who have been awarded the M.L.S. or M.L.I.S. degree or certified as professionals by a state agency. Also refers to the person responsible for the overall administration of a library or library system, synonymous in this sense with library director. Classified by functional specialization (acquisitions librarian, cataloger, instruction librarian, reference librarian, serials librarian, systems librarian, etc.), librarians in the United States are organized in the American Library Association (ALA) and its affiliates. Compare with support staff. ***See also***: solo librarian and Librarian of Congress.

librariana

A catch-all term for the body of information, works, and memorabilia that has accumulated on the subject of libraries, librarians, and related topics, particularly items of historical interest. ***See also***: -ana or -iana.

Librarian of Congress

An office created in 1802, two years after the Library of Congress was established, for which no qualifications were specified. The position is filled by presidential appointment for no fixed term. In 1897, the Senate acquired the power to approve the President's nomination, and the Librarian of Congress was given the authority to appoint the staff of the Library of Congress and to establish its rules and regulations. In the 20th century, a precedent was established for appointing the Librarian of Congress for life. Click here for biographical information about the Americans who have served as Librarian of Congress since the office was created.

librarianship

The profession devoted to applying theory and technology to the creation, selection, organization, management, preservation, dissemination, and utilization of collections of information in all formats. In the United States, often used synonymously with library science. A person formally trained or certified to perform such services is a librarian. ***See also***: comparative librarianship.

Libraries Unlimited (LU)

Founded in 1964 by Bohdan S. Wynar, **Libraries Unlimited** serves the needs of the library profession through the publication of bibliographies and reference books, library science textbooks, information science materials, and practical handbooks, manuals, and monographs for library educators, practicing librarians, media specialists, and teachers. In July 2001, **LU** joined the Greenwood Publishing Group Inc., a division of Elsevier. Click here to connect to the **LU** homepage.

library

From the Latin *liber* meaning "book" (in Greek and the Romance languages the corresponding term is *bibliotheca*). A collection or group of collections of books and/or other materials organized and maintained for use (reading, consultation, study, research, etc.). Institutional libraries, organized to facilitate access by a specific clientele, are staffed by librarians and other personnel trained to provide services to meet user needs. By extension, the room, building, or facility that houses such a collection, usually but not necessarily built for that purpose. Directory information on libraries is available alphabetically by country in ***World Guide to Libraries***, a serial published by K. G. Saur. Two comprehensive worldwide online directories of library homepages are *LibDex* and *Libweb*. Abbreviated *lib*. ***See also***: academic library, government library, public library, and special library.

Also, a collective noun used by publishers, particularly during the Victorian period, for certain books published in series (*example*: ***Everyman's Library***).

Also refers to a collection of computer programs or data files, or a set of ready-made reusable routines, sometimes called *modules*, that can be linked to a program at the time it is compiled, relieving the programmer of the necessity to repeat the code each time the routine is used in a program.

library administration

The control and supervision of a library or library system, including planning, budgeting, policy-making, personnel management, public relations, and program

assessment, with responsibility for results. Also refers collectively to the persons responsible for managing a library, usually a board of trustees or dean, library director, and his or her immediate staff. ***See also***: Library Administration and Management Association.

Library Administration and Management Association (LAMA)

A division of the American Library Association founded in 1957, **LAMA** has a membership consisting of library directors and persons with an interest in improving the quality of administration and management in libraries of all types. **LAMA** publishes the quarterly journal *Library Administration & Management (LA&M)*. Click here to connect to the **LAMA** homepage.

library advocate

A person who appreciates libraries and their role in society, to the extent of speaking and acting publicly in their support, especially when funding and the freedom to read are at stake. ***See also***: Friends of the Library and library trustee.

Library and Information Science Abstracts (LISA)

An indexing and abstracting service devoted to the literature of library science and information science, published quarterly from 1950-1968 under the title *Library Science Abstracts*, and bimonthly since 1969 under the current title by the Library Association of Great Britain (ISSN 0024-2179). Available online from R. R. Bowker, ***LISA*** provides abstracts of articles from over 550 periodicals published in over 68 countries worldwide and papers from major English-language conference proceedings, updated biweekly. ***See also***: *Library Literature & Information Science*.

Library and Information Science Technology Association (LITA)

A division of the American Library Association since in 1966, **LITA** has a membership consisting of librarians and other information professionals concerned with all aspects of the acquisition, organization, storage, retrieval, and dissemination of information in electronic formats, including digital libraries, metadata, authorization and authentication, electronic journals and electronic publishing, telecommunications, networks, computer security and intellectual property rights, technical standards, online catalogs and bibliographic databases, optical information systems, desktop applications, software engineering, etc. **LITA** publishes the quarterly journal *Information Technology and Libraries (ITAL)* and also the *LITA Newsletter*. Click here to connect to the **LITA** homepage.

library association

A membership organization consisting of a group of librarians, library directors, and other persons involved with libraries, who meet periodically to discuss matters of professional interest. Library associations elect officers, sponsor conferences, select committees to address specific issues, publish newsletters and professional journals, and charge dues to support the organization's activities. The largest library association in the United States is the American Library Association (ALA). Its counterparts in Canada and Great Britain are the Canadian Library Association (CLA) and the Chartered Institute of Library and Information Professionals (CILIP). ***See also***: ASIST and SLA.

Library Association (LA)

Founded in 1877, **LA** is the leading library association in the United Kingdom, with a membership of 25,000 librarians and other information professionals, approximately 5.5% of whom are employed overseas. Divided into twelve geographic branches and over twenty special interest groups with headquarters in London, **LA** publishes the monthly journal *Library Association Record*. Its publishing arm, Library Association Publishing Limited (LAPL), issues approximately thirty new titles each year and maintained a backlist of over 200 titles. In April 2002, **LA** merged with the Institute of Information Scientists (IIS) to form the Chartered Institute of Library and Information Professionals (CILIP). Click here to connect to the **CILIP** homepage.

library award

Special honor and recognition given to an individual for outstanding librarianship and/or service to the library profession. If an award includes a monetary prize, it is usually funded by an individual or corporate donor, or by a library association. Recipients of library awards and scholarships are listed annually in the ***Bowker Annual Library and Book Trade Almanac***. A less extensive list is provided in the reference serial *American Library Directory*.

Library Awareness Program

An attempt by the FBI to recruit librarians in the United States as "cold warriors" during the 1970s and 1980s, by suggesting that they restrict public access to unclassified scientific research, particularly information available from the National Technical Information Service (NTIS). Librarians were asked to report on individuals requesting certain categories of scientific information, especially foreign nationals from countries in the Soviet Union. The FBI had the support of the National Commission on Libraries and Information Science (NCLIS) in this effort, which undermined the confidentiality of library lending records and open access to library resources.

In ***Free Expression and Censorship in America: An Encyclopedia*** (Greenwood: 1997), Herbert Foerstel writes that the FBI conducted a 16-month investigation of librarians who openly opposed the **Library Awareness Program**, even accusing them of being dupes of the Soviet Union. The program was also opposed by the American Association of University Professors, the American Federation of Teachers (AFT), and other organizations. In response to public indignation, many state legislatures passed statutes making it illegal for any librarian to reveal library records or patron requests without a court order.

Library Bill of Rights

A formal statement adopted by the American Library Association in 1948 and amended in 1961, 1990, and 1996, affirming the right of libraries in the United States to provide, to all members of the communities they serve, materials expressing diverse points of view, and to remain free of censorship. Implementation of the ***Library Bill of Rights*** is the work of the Office for Intellectual Freedom of the ALA. Click here to read the entire text of the statement. ***See also***: *Freedom to Read Statement* and Intellectual Freedom Round Table.

library binder

A commercial binder that specializes in serving the needs of libraries. Most libraries regularly send their periodical back files to a library binder to be bound into annual volumes. Special binding may also be needed for heavily used items and trade paperbacks. Library binders are organized in the Library Binding Institute. ***See also***: library binding.

library binding

An especially strong, durable binding used for periodical back files and for rebinding worn volumes and new paperbound publications for which circulation is expected to remain high over a comparatively long period of time. Includes pre-library binding.

The ANSI standard for library binding, established by the American Library Association and the Library Binding Institute, requires that a book have a spine glued with polyvinyl acetate adhesive, strong endpapers, reinforced hinges, and boards covered in buckram coated or impregnated with nonmigratory resin. Library binding is usually more expensive than the standard publisher's binding. Compare with library edition. ***See also***: oversewing.

Library Binding Institute (LBI)

A trade association of commercial library binders doing business in the United States, Canada, and the U.K., **LBI** was established in 1935 to create and maintain standards for library rebinding and prebinding, improve binding methods, and facilitate cooperation between library binders and between binders and their customers. Membership is also open to suppliers of library binders and organizations with an interest in the preservation of books and periodicals. **LBI** developed the ANSI standard for library binding in cooperation with the American Library Association. The Institute publishes the magazine *The New Library Scene* and technical papers on binding and related topics. Click here connect to the **LBI** homepage.

library bond

An interest-bearing or discounted security issued by a library district, or by the government entity of which a library or library system is a part, usually to finance the construction and/or renovation of facilities, or some other major capital project. A bond places the library district under a general obligation to pay the bondholder (investor) a specified amount of interest, usually at regular intervals, and to repay the principal amount of the loan within a designated period of time. The bond is backed by a majority of voters in the district, who consent to be taxed at a slightly higher rate to raise sufficient revenue to pay the interest and principal on the loan. Bond measures pass more easily in times of prosperity than in economic recession.

library card

A small paper or plastic card issued by a library to a registered borrower, which must be presented at the circulation desk in order to check out materials from its collections. Identification is usually required of new applicants. In most libraries in the United States, library cards are barcoded for electronic circulation. Periodic renewal may be required to verify current street address and telephone number. Synonymous with *borrower card*. ***See also***: patron ID.

library closure

The closing of a library or branch in a library system, temporarily or permanently, usually due to budgetary constraints or demographic changes in the area served. Library closings are announced in the news section of *American Libraries*, the monthly magazine of the American Library Association.

library collection

The total accumulation of books and other materials owned by a library, cataloged and arranged for ease of access, which often consists of several smaller collections (reference, circulating books, serials, government documents, rare books, special collections, etc.). The process of building a library collection over time is called collection development. Synonymous with holdings. Compare with collection. ***See also***: electronic collection, high-risk collection, rental collection, subject collection, and test collection.

library conference

A formal gathering of librarians, library directors, and others associated with libraries, for the purpose of meeting colleagues, discussing issues and events, and learning about new products, services, technologies, and recent developments in the library science and information science profession. Most library associations sponsor regular conferences at which officers are elected, committees and task forces formed, policies formulated, awards announced, etc. *Conferees* are generally charged a registration fee based on the sections of the conference they plan to attend. ***See also***: preconference and proceedings.

The American Library Association sponsors two national conferences each year, one during the summer in a different city each year, and the other at mid-winter in Chicago. The state chapters of the ALA, and some of its major divisions, sponsor their own conferences, as does the Special Libraries Association and ASIST. The permanent round tables of the ALA convene concurrently with the national conferences.

library cooperation

Methods by which libraries and library systems work together for the mutual benefit of their users, including centralized processing, cooperative cataloging, international exchange of bibliographic information, union catalogs, resource sharing, etc.

library director

The person who has overall responsibility for supervising the operations of a library or library system, including planning, budgeting, policy-making, personnel management, and program assessment. In public libraries, the library director is usually subject to the oversight of a board of trustees; in academic libraries, by a dean of academic affairs or provost. ***See also***: library administration and Library Administration and Management Association.

library discount

A discount off the list price of a book or other publication, given by most publishers and jobbers on purchases made by an institutional library. Most publishers offer a flat

rate, usually 5-10%. Jobbers may link the discount rate to size of order or volume of purchasing. As a general rule, specialized titles are given a shorter discount than trade books, or not discounted at all because of their limited sales potential.

library district

An officially delineated geographic area in which the residents decide by popular vote whether to provide tax support for a public library or library system, or one of the geographical areas into which a state is divided for the purpose of administering libraries in accordance with a comprehensive state-wide tax plan. ***See also***: service area.

library edition

An edition of a book published in a binding stronger and more durable than the usual publisher's binding, for marketing specifically to libraries, usually more expensive than the trade edition of the same title. ***See also***: library binding and pre-library bound.

library education

Educational programs designed to prepare students for the post-baccalaureate degree of M.L.S. or M.L.I.S., taught by the faculty of a university department known as a library school (or school of librarianship). Modern library education began in 1887 when Melvil Dewey founded the first school for training professional librarians at Columbia University. ***See also***: Association for Library & Information Science Education.

library equipment

Mechanical and electronic devices purchased by a library for staff use, or to facilitate patron use of its services and collections, including photocopy machines, microform reader-printers, video and CD players, projection equipment, computers and computer peripherals, security devices, etc.

library extension

Programs and activities that enable a library or library system to deliver traditional services outside the physical walls of its facilities, including bookmobiles, books-by-mail, and direct delivery of library materials to patrons. Compare with library outreach.

library faculty

The professionally trained librarians employed at an academic institution that grants faculty status to librarians. One of the advantages of faculty status is the right to participate in governance. At some institutions, library faculty are members of the same collective bargaining unit as the teaching faculty. Whether they are eligible for tenure and promotion to the same ranks as the teaching faculty depends on the contract governing employment. ***See also***: academic status.

library hand

A highly legible, uniform style of handwriting traditionally used by librarians for making entries in manuscript catalogs before the typewriter came into widespread

use. With the conversion of card catalogs into files of machine-readable records, catalog cards have fallen into disuse and handwritten catalog entries are rarely seen.

library historian

A researcher who writes about the history of libraries and librarianship, from ancient to modern times. Librarians with an interest in library history are organized in the Library History Round Table (LHRT) of the American Library Association.

Library History Round Table (LHRT)

A round table of the American Library Association dedicated to facilitating communication among scholars and students of library history, supporting research in library history, and addressing current issues of concern to library historians, such as conservation and preservation. **LHRT** publishes the semiannual *LHRT Newsletter*. Click here to connect to the **LHRT** homepage.

library hours

The hours during which a library is open to its users, and any days when it is *not* open, usually posted near the entrance or at the circulation desk. Libraries also make their hours available by telephone and via their Web pages. Because staffing is required to keep a library facility open, hours often reflect budgetary constraints. Most libraries are equipped with a book drop for returning items when the facility is closed.

library humor

Jokes, cartoons, anecdotes, unusual reference questions, witticisms, satire, occupational folklore, etc., having to do with libraries and librarianship. Click Here to connect to a list of Web sites on "Humor and Culture in Libraries" compliments of the Michigan Electronic Library.

library instruction

See: bibliographic instruction.

Library Instruction Round Table (LIRT)

A round table of the American Library Association dedicated to promoting formal and informal library instruction in all types of libraries, as a means of helping library users acquire the information literacy skills essential for lifelong learning. Click here to connect to the **LIRT** homepage.

library journal

A professional journal devoted to the publication of articles about library and information science, librarianship, and related topics. Most library journals also publish reviews of new publications, including books of professional interest to librarians. Click here to see the *Yahoo!* list of online library journals.

Library Journal (LJ)

Founded in 1876, ***Library Journal*** is a combination trade journal/review publication published in 20 issues per year by Cahner Business Information, a division of Elsevier. ***LJ*** publishes news and announcements of interest to library professionals,

feature articles, commentary, analysis of trends, regular columns, and approximately 7,500 reviews per year of new books, magazines, databases and CD-ROMs, videocassettes, and books-on-tape suitable for general library collections aimed at adult readers. The reviews are short but evaluative, written by and for librarians. Materials published for children and young adults are reviewed in *School Library Journal*. Click here to connect to the online version of ***Library Journal***.

library law
See: library legislation.

library legislation
Laws passed by a federal or state legislative body, pertaining to or affecting the interests of libraries and related institutions (*example*: *Digital Millennium Copyright Act* of 1998). Through their professional associations, librarians and library advocates seek to influence legislative decision-making in ways that will benefit libraries and their users. Click here to explore the legislative priorities and activities of the American Library Association. Synonymous with *library law*.

Library Literature
See: *Library Literature & Information Science*.

Library Literature & Information Science (LLIS)
Published since 1934 by H. W. Wilson, ***Library Literature & Information Science*** is an author and subject index to the English-language literature of library science and information science, covering books, periodical articles, pamphlets, and library school theses, with book reviews listed in a separate section at the end of each volume. Published from 1934-1998 under the title *Library Literature*, ***LLIS*** is available in print in bimonthly paperback supplements cumulated annually. It is also available as an online database directly from the Wilson Company or via OCLC *FirstSearch* (1980 to the present). ***See also***: *Library and Information Science Abstracts (LISA)*.

library management
See: library administration.

library market
The portion of the market for books and other publications generated by sales to libraries, library systems, and related organizations such as museums, archives, and research institutions. The library market is segmented by type of library (public, academic, school, special, etc.). Publishers and jobbers market their products to libraries by exhibiting at library conferences, advertising in library trade journals and review publications, offering special library discounts and prepublication prices, and direct mail advertising (trade catalogs and brochures).

library materials
All the items purchased by a library or library system to satisfy the information needs of its users, including books, periodicals, reference materials, music scores, maps, microforms, and nonprint media, as distinct from equipment and supplies. Some libraries include subscriptions to electronic resources in the materials budget, others

fund them separately. Except for gifts and special endowments, the acquisition of library materials is normally funded through the operating budget. The rapid escalation of journal subscription prices over the past decade has forced many academic libraries to cancel periodical subscriptions to maintain balance between expenditures for books and serials.

Library of Congress (LC)

Established by Congress in 1800 to function as a research library for the legislative branch of the federal government, the **Library of Congress** eventually became the unofficial national library of the United States. Located in Washington D.C., **LC** houses a collection of over 120 million items and administers the U.S. copyright system, serving as the nation's copyright depository. **LC** is also the primary source of original cataloging in the United States. The machine-readable cataloging (MARC) and cataloging-in-publication (CIP) programs originated at the Library of Congress. Click here to connect to the **LC** homepage. Compare with NARA. ***See also***: Librarian of Congress.

Library of Congress Catalog Number

See: Library of Congress Control Number (LCCN).

Library of Congress Classification (LCC)

A system of classifying books and other library materials developed and maintained over the last 200 years by the Library of Congress in Washington, D.C. In **LCC**, human knowledge is divided into 20 broad categories indicated by single letters of the roman alphabet, with major subdivisions indicated by a second letter, and narrower subdivisions by decimal numbers and further alphabetic notation.

LC call number: **PE 3727.N4 M34 1994**

In the example given above, assigned to the book *Juba to Jive: A Dictionary of African-American Slang* edited by Clarence Major, **P** represents the main class "Language and literature," **PE** the class "English language," **3727** the subclass "English slang," and **N4** African-Americans as a special group. **M34** is the Cutter number for the editor's surname and **1994** the year of publication.

In the United States, most research libraries and academic libraries use **LCC**, while most school libraries and public libraries use Dewey Decimal Classification. Click here to see an outline of LC Classification and here for the *LC Classification Weekley Lists*.

Library of Congress Control Number (LCCN)

When the Library of Congress began printing catalog cards in 1898 and distributing them in 1901, a unique Library of Congress Card Number was assigned to each item for identification and control. With the development of machine-readable cataloging in the late 1960s, **LCCN** became the Library of Congress Control Number. It is used in bibliographic records and also in authority and classification records. The **LCCN** is assigned to a publication after the deposit copy is received by the U.S. Copyright Office, or in advance of the publication date if a publisher requests

cataloging-in-publication. ***See also***: accession number.

Library of Congress Rule Interpretations (LCRI)

A loose-leaf service that provides current information on recent decisions of the Library of Congress concerning the interpretation of the most recent revision of *Anglo-American Cataloging Rules* (*AACR2*). ***LCRI*** is published in print and as part of *Cataloger's Desktop* available on CD-ROM.

Library of Congress subject heading (LCSH)

A descriptive word or phrase selected by a subject specialist at the Library of Congress from the list of ***Library of Congress Subject Headings*** and assigned to a book or other item when first published to indicate its subject. Multiple subject headings are assigned when necessary or desirable. The complete list of LC subject headings is published annually in a multi-volume set known to librarians as "the big red books," usually available in the reference section of most large public and academic libraries, and in the cataloging department of smaller libraries. Compare with Sears subject heading. ***See also***: controlled vocabulary.

library orientation

See: bibliographic instruction.

library portal

Software that allows a computer user to customize online access to collections of information resources by creating a list of Internet connections, much like a personalized directory of street addresses and telephone/FAX numbers (*example*: ***MyLibrary***). The purpose is to reduce information overload by allowing patrons to select only the resources they wish to display on their personal interface.

library publication

A work produced and distributed by a library, for example, a brochure intended for users, describing the library facility, its resources, and the services provided by its staff. Most library publications are ephemeral, but large academic and research libraries publish more permanent works. A recent example: Alixe Bovey's ***Monsters and Grotesques in Medieval Manuscripts*** published by the British Library in 2002.

library rate

A significantly lower postal rate charged to libraries and related nonprofit institutions by the U.S. Postal Service for books and other educational materials sent by mail. The law was amended in 1976 to allow publishers and distributors to use the rate when shipping books and other materials to libraries. The lower rate has allowed public libraries to offer books-by-mail programs to homebound patrons, and has helped keep down the cost of interlibrary loan service. Compare with media mail.

library rep

See: library representative.

library representative

A publisher's sales representative responsible for calling on libraries, usually within

an established territory, to solicit orders for titles on the publisher's list. Contacts are made, usually by telephone or in person, with librarians responsible for collection development and acquisitions. Also refers to a vendor's representative, responsible for soliciting subscriptions to online bibliographic databases and full-text resources, usually trained to give demonstrations to library selection committees. Abbreviated *library rep*.

library research

Systematic study and investigation of some aspect of library and information science, in which conclusions are based on the statistical analysis of data collected in accordance with a pre-established research design and methodology. Results are usually published in a professional library journal, or presented at a library conference and subsequently published in its proceedings. Library research helps expand the theoretical base of library and information science, and also provides data necessary for effective administrative decision-making and problem-solving. Research on libraries and librarianship published in the previous year is reported in an essay in the *Bowker Annual Library and Book Trade Almanac*. ***See also***: library survey and Library Research Round Table.

Library Research Round Table (LRRT)

Founded in 1968 as a permanent round table of the American Library Association, **LRRT** is dedicated to fostering library research by providing program opportunities for researchers to describe and disseminate their work, and by informing and educating ALA members about research techniques and the importance of research as a foundation for effective administrative decision-making and problem-solving. **LRRT** also gives annual awards for distinguished published research and excellence in doctoral research. Click here to connect to the **LRRT** homepage.

library school

A professional school or department qualified to grant the post-baccalaureate degree of M.L.S. or M.L.I.S., supported and administered by an institution of higher learning to prepare graduate students for employment in professional positions in libraries and as information service providers. The first modern library school was established by Melvil Dewey at Columbia University in 1887. Library schools may be accredited or approved (or both). Length of program varies. Synonymous with *school of librarianship*. Library schools in the United States and Canada are listed by state and province in a section of the *American Library Directory*, published annually by R. R. Bowker. Click here to connect to an online ***World List of Departments and Schools of Information Studies...***.

library science

The professional knowledge and skill with which recorded information is selected, acquired, organized, stored, maintained, retrieved, and disseminated to meet the needs of a specific clientele, usually taught at a professional library school qualified to grant the post-baccalaureate degree of M.L.S. or M.L.I.S. The term is used synonymously in the United States with librarianship. Compare with information science.

Library Services and Construction Act (LSCA)

Passed by Congress in 1956, the Library Services Act (LSA) provided federal funding for the extension of public library services to the unserved, mainly in rural areas. In 1964, Congress expanded its scope to permit federal grants-in-aid for construction *and* expansion of library services in all areas with inadequate services, including urban communities. Over a period of thirty years, the effect of ***LSCA*** on public library construction was comparable to the earlier era of Carnegie philanthropy. In its final phase, ***LSCA*** funding was extended to adult literacy programs and outreach services to the children and youth of poor families, homeless persons, and the physically disabled.

In 1996, following a proposal by a task force consisting of the Chief Officers of the State Libraries (COSLA), the American Library Association (ALA), and the Urban Libraries Council (ULC), Congress passed the *Library Services and Technology Act (LSTA)* as part of the *Museum and Library Services Act*, replacing the eight titles of the ***LSCA*** with two new titles and consolidating the administration of federal library programs under the Institute for Museum and Library Services (IMLS).

Library Services and Technology Act (LSTA)

A section of the *Museum and Library Services Act* of 1996, ***LSTA*** promotes access to learning and to the information resources provided by all types of libraries, by distributing federal funds to state library agencies under a formula based on population. State libraries may use the appropriations to support state-wide initiatives and services, or distribute funds to public, academic, research, school, and special libraries within their state, through sub-grant competitions and cooperative agreements. In the year 2000, more than $138 million in ***LSTA*** funds was distributed to state library agencies. Click here to connect to the Institute of Museum and Library Services Web page on ***LSTA*** grants-in-aid. For a brief history of the origins of ***LSTA***, see *Library Services and Construction Act (LSCA)*.

library staff

The entire group of paid employees responsible for the operation and management of a library or library system, including its director, librarians, paraprofessionals, technical assistants, clerical personnel, and pages or student assistants. In academic libraries at institutions that grant librarians faculty status, a distinction is usually made between faculty members and nonfaculty staff. In other types of libraries, a distinction may be made between professionally trained librarians and support staff. Volunteers are not considered part of the staff because they are unpaid.

library statistics

Numerical data assembled, classified, and tabulated to present useful facts and information about the operation of a library or library system, or about the activities of libraries at the local, state, provincial, or national level, usually in the form of a periodic report. Click here to connect to the *LIBSTATS* Web site. ***See also***: circulation statistics.

library supplies

Expendable materials such as labels, book cards and pockets, date due slips, rubber stamps, mending tape, magnetic strips, plastic sleeves, laminate, paper for printing

and photocopying, etc., which a library must order from a library supplier in order to prepare new items for circulation, maintain collections, and provide services. ***See also***: Brodart, Gaylord, and Highsmith.

library survey

A written or oral question-and-answer instrument designed to elicit feedback from library users. Library surveys are administered by staff, or by an outside agency, to determine how well the library's services, programs, and collections meet user needs and any objectives established by the library administration and/or governing institution. They are also used to generate data in library research. Also refers to the report produced as the result of such a study.

library system

A group of libraries administered in common, for example, a central library and its branches or auxiliary outlets. Also, a group of independently administered libraries joined by formal or informal agreement to achieve a common purpose. Under such an arrangement, each library is considered an affiliate. Compare with consortium.

library tour

A guided walk through a library facility, usually conducted by a librarian or library assistant, to orient new users to the location of services and resources. Some libraries have installed online library tours on their Web sites, which include clickable floor plans linked to photographs and descriptive text. Not to be confused with bibliographic instruction.

library trustee

A member of an appointed or elected board responsible for overseeing the growth and development of a library or library system, including long-range planning and policy-making, public relations, and fund-raising. Trustees are usually library advocates but may sometimes be political appointees. ***See also***: Association of Library Trustees and Advocates.

library use only

A circulation status code written on or affixed to a physical item in a library collection and entered in the item record in the catalog, indicating that it is available for use within the walls of the library, but may not be checked out and removed from the premises except by special arrangement. The use of reference books, periodical indexes, and in some cases bound and/or unbound periodicals is generally restricted to the library. Use of items in special collections, such as rare books and manuscripts, may even be restricted to a designated room or area of the library. Compare with noncirculating. ***See also***: in-house use.

library without walls

See: virtual library.

libretto

The words or text to which a cantata, oratorio, opera, operetta, or other work for the musical stage is set, often published in the form of a small booklet for enthusiasts

who wish to follow along while attending a performance or listening to a sound recording. The person who writes a libretto is the *librettist* (*example*: Edna St. Vincent Millay for *The King's Henchman*, an opera composed by Deems Taylor). To find librettos online, try a keywords search on the term "librettos" in *Yahoo!*

Libweb
A very comprehensive worldwide directory of library homepages, updated daily on the Berkeley Digital Library Web site. Click here to connect to ***Libweb***. ***See also***: *LibDex*.

license
See: licensing agreement.

licensed book
A book in which the author makes use of a character or product subject to copyright restrictions, for example, a children's book based on a motion picture character (Mickey Mouse) or a commercially successful toy (Barbie). Use is by permission of the copyright holder under the terms of a *licensing agreement* handled by the copyright owner's *licensing agent*. Although the sales potential of licensed books makes them popular with retail booksellers, they are as a general rule not purchased for library collections.

licensing agreement
A formal written contract between a library and a vendor for the lease of one or more proprietary (copyrighted) bibliographic databases or online resources, usually for a fixed period of time in exchange for payment of an annual subscription fee or per-search charge. Vendors typically charge libraries on a sliding scale based on number of registered borrowers or FTE enrollment, number of institutions or facilities served, and number of simultaneous users. Most licensing agreements limit remote access to registered users. For more information about licensing, see the final draft of *Principles for Licensing Electronic Resources* developed by the AALL, ALA, AAHSL, ARL, MLA, and SLA. Compare with site license.

lifelong learning
One of the goals of bibliographic instruction and information literacy programs is to help library users obtain the skills they need to pursue knowledge at any age, independent of a formal educational institution. Public libraries play an important role in meeting this need because they provide access to materials in a wide range of subjects at various reading levels, not only for students enrolled in a formal curriculum, but for anyone interested in reading and learning.

ligature
Two or more letters joined together in printing, such as the double *ff* joined at the cross-stroke in some fonts. Also refers to the stroke that joins the two letters. In letterpress, a ligature is cast as a single unit of type.

lightface
A typeface in which the characters are the same size as medium-weight and boldface

type of the same font, but composed of thinner strokes that do not appear as dark on the printed page.

light-pen
A metal stylus equipped with a light sensor on one end for scanning barcodes at the circulation desk. Some models require an external decoder. Synonymous with *bar code wand*.

lignin
An organic substance contained in wood pulp, considered undesirable in all but the lowest grades of paper because it contains acid which weakens the cellulose in vegetable fiber, causing paper, board, and cloth to yellow and become brittle over time. Lignin is removed in the manufacture of chemical pulp, but not in the production of groundwood pulp from which inexpensive papers such as newsprint are made.

Ligue des Bibliotheques Europeenes de Recherche (LIBER)
The European version of the Association of Research Libraries, **LIBER** is a nongovernmental association of the national, university, and research libraries of Europe, founded in 1971 by an IFLA steering group under the auspices of the Council of Europe. Its goal is to assist in establishing a functional network of research libraries throughout Europe, improve access to research collections and services, facilitate research librarianship, and help preserve the European cultural heritage. **LIBER** publishes *LIBER Quarterly* and sponsors a conference in a different country each year. Click here to connect to the **LIBER** homepage.

lilliput edition
See: miniature edition.

limerick
A five-line poem written in light verse in which the rhymes (in a/a/b/b/a scheme) are highly original and often irreverent to the point of being unprintable. The earliest examples are from the 18th century nursery rhyme collection ***Mother Goose Melodies for Children*** ("Hickory dickory dock..."). A brief discussion of the limerick form is available online compliments of the English Department at Emory University. Click here to read a sampling of limericks found in a June 14, 1924 edition of a Nantucket newspaper.

limitation
The statement that certifies the total number of copies printed in a limited edition, usually appearing on the verso of the leaf preceding the title page. The statement usually notes any special qualities of the edition (large paper, special binding, etc.) and provides a blank space for the number of each copy to be entered by hand. Synonymous with certificate of issue.

limited edition
An edition consisting of a predetermined number of copies (usually 200 to 500, seldom more than 1500) which the publisher intends not to reprint in exactly the same

form. If the individual copies are consecutively numbered, each copy usually bears a certificate of issue on the verso of the leaf preceding the title page, indicating the size of the edition and copy number. Individual copies may also be autographed by the author. If a trade edition of the same work is also issued, the limited edition is usually printed on finer paper, given a better quality binding, and sold at a higher price. In the antiquarian book trade, a copy of a limited edition usually commands a higher price because of its rarity. Compare with deluxe edition. ***See also***: overs.

limiter

See: limiting.

limiting

A feature of a well-designed online catalog or bibliographic database that allows the user to employ various parameters to restrict the retrieval of entries containing the terms included in the search statement. Limits may be set *before* a search is executed, *after* results are displayed, or both, depending on the design of the system. *Limiters* are not standardized but typically include: publication date, material type, language, full-text, peer-reviewed (journal articles), and locally held.

limp binding

A book bound without boards in flexible leather, vellum, or cloth covers, lined or unlined, a style used mainly for diaries, devotional works, and light verse. The squares in limp binding often extend further beyond the edges of the sections than in a normal binding. Compare with flexible binding. ***See also***: Yapp binding.

line art

In printing, an illustration of reproduction quality done in black-and-white, as opposed to a half-tone in which the range of tonal values in the original is rendered by converting the image into a field of minutely graded dots.

line drawing

A drawing executed entirely in lines without the use of shading, hatching, or some other graphic technique to add depth or volume to the image. Cartoons, caricatures, and diagrams are often done in this style.

line-item budget

A method of budgeting used in some libraries and library systems in which anticipated expenditures are divided into discrete functional categories called "lines" (salaries and wages, materials, equipment, etc.) for the purpose of systematically allocating resources and tracking operating expenditures.

lining

Materials applied to the binding edge of a book with adhesive, following rounding and backing, to hold the sewn sections together securely, usually a piece of thin, loosely woven fabric called crash (*gauze*, *mull*, *super*), followed by a strip of kraft paper as a second layer in better quality bindings. Synonymous in this sense with *back-lining*. The term is also used synonymously with endpapers.

link

A direct connection in a hypertext document to the Internet address (URL) of another document, embedded as a word or phrase in the text, or appearing as a symbol, icon, or other graphic element which can be activated by the click of a mouse or some other pointing device. Text links usually appear underlined and in blue on the computer screen. A link is broken if it does not take the user to the desired destination when clicked. *Link rot* is a colloquial expression for the tendency of links to become broken due to address changes and the removal of HTML files from public access. The remedy is regular link checking. Synonymous with *hyperlink*. ***See also***: hot spot.

link checking

The process of testing the links in an HTML document to determine if they are functioning properly. Software has been developed to check links automatically. Without regular checking and updating, URL changes and dead links may accumulate in a Web page.

LIRT

See: **L**ibrary **I**nstruction **R**ound **T**able.

LIS

An abbreviation of "**l**ibrary and **i**nformation **s**cience." ***See***: library science and information science.

LISA

See: ***L**ibrary and **In**formation **S**cience **A**bstracts*.

list

All the publications currently available for purchase from a given publisher, including the frontlist and backlist, but not forthcoming titles. ***See also***: midlist. Also used as a shortened form of list price and mailing list.

listening room

A special soundproof room or area in a library, equipped with playback equipment (players, speakers, headphones, etc.) for listening to audiorecordings (compact discs, audiocassettes, LPs, etc.). Registered borrowers and sometimes members of the general public are permitted to use the equipment, individually or in groups, usually for a limited period of time. ***See also***: viewing room.

list price

The undiscounted price at which a new publication is offered for sale to the public, established by the publisher at the time the edition is issued. The list price is quoted in the publisher's catalog and printed on the front flap of the dust jacket in hardcover editions, and usually on the back cover in softcover editions. Discounts offered to libraries, booksellers, and jobbers are computed as a percentage off the list price. In library cataloging, the list price of an item is indicated (when available) in the standard number and terms of availability area of the bibliographic description (field 020 or 022 of the MARC record). Synonymous with *published price* and *retail price*. ***See also***: introductory price and prepublication price.

LISTSERV

Mailing list management software that runs on a variety of platforms, designed to scan incoming e-mail messages for the words "subscribe," "unsubscribe," and other houskeeping commands, and update the subscriber list automatically. Also used as a general term for any mailing list that runs on LISTSERV software. Two excellent online directories of e-mail discussion lists are LISZT and Tile.Net/Lists. ***See also***: majordomo.

LITA

See: **L**ibrary and **I**nformation **T**echnology **A**ssociation.

literacy

The ability to read and write with a minimal level of proficiency. *Illiteracy* is the *in*ability to read and write. The *literacy rate* of a nation or other geographic area is usually expressed as the percentage of its adult citizens who know how to read and write. In the United States, adult literacy programs have been available for many years and public libraries have been heavily involved in promoting literacy. In recent years, such efforts have focused on adults for whom English is not the first language. Compare with information literacy and computer literacy. ***See also***: new adult reader, Laubach Literacy, and Literacy Volunteers of America.

Literacy Volunteers of America (LVA)

A national network of over 350 locally based programs that provide professionally trained volunteer tutors to teach basic literacy and English to speakers of other languages. **LVA** is an affiliate of the American Library Association. Click here to connect to the **LVA** homepage.

literal

Following the exact words and ordinary meaning of a text or speech, without taking into account possible figurative or symbolic use of language, as in a literal interpretation of a passage from the *Bible*. The interpretation of words or statements according to their denotation rather than their connotation. Also refers to an approach that is prosaic or matter-of-fact, rather than intuitive.

literary agent

An organization or person in the business of offering professional advice to writers on the suitability of manuscripts for publication. An agent may also provide guidance and/or assistance in locating and selecting a publisher, negotiating a book contract, arranging the sale of subsidiary rights, and handling the business of authorship in general, usually in exchange for a commission paid by the author, or a portion of the proceeds derived from the work. A literary agent may also act on behalf of a publisher to find works to fill a specific need. Not all authors use an agent--some prefer to deal directly with the publisher. Directory information for literary agents is available in the reference serials *Literary Market Place* and *Writer's Market*.

literary award

A special honor and/or reward given to an author or illustrator for creating a specific work, or in recognition of a distinguished career, usually based on the decision of a

qualified panel of judges. Most literary awards and prizes given annually are funded by private individuals or foundations. Rewards may include a medal, grant, and/or cash prize. Recognition usually boosts the sale of the recipient's works and can mean larger advances on royalties from publishers. ***See also***: children's book award.

The most prestigious literary awards are the Nobel Prize for Literature and in the United States the Pulitzer Prize. Click here to see an online list of literary prizes and awards maintained by the Christchurch City Libraries in New Zealand. The annual reference serials *Literary Market Place* and *Writer's Market* also list literary awards and contests.

literary epic
See: epic.

literary magazine
See: little magazine.

Literary Market Place (LMP)
Published annually by R. R. Bowker, ***LMP*** is a directory of the book publishing industry in the United States and Canada, containing an alphabetic list of U.S. publishers, indexed by subject, type of publication, and geographically by state. It also lists Canadian publishers, small presses, editorial services, literary agents, book trade associations, writer's conferences and workshops, literary awards and prizes, fellowships and grants, and provides a calendar of book trade and promotional events. The section on advertising, marketing, and publicity lists book review publications, news services, book clubs, book exhibits, etc. ***LMP*** also includes an industry yellow pages, with separate sections for companies and key personnel. Bowker also publishes the companion *International Literary Market Place*. The most recent edition of ***LMP*** is shelved in the reference section of most large and medium-sized academic and public libraries. ***See also***: *Writer's Market*.

literary prize
See: literary award.

literary warrant
The quantity of works that have been written on a specific subject or topic. In library cataloging, the development of portions of a classification system in response to the content of materials requiring classification. In indexing, the addition of a subject heading or content descriptor to an indexing language, based on the frequency of occurrence of the concept it represents in the title or text of documents indexed. Compare with user warrant.

literary work
A nonsacred work written in literary form (poem, play, essay, novel, story), recognized and appreciated by educated readers and lovers of literature for the superior quality of its style and treatment of an enduring theme. Compare with popular fiction and pulp fiction.

literati

Men of letters. Scholarly, learned, and/or well-educated people.

literature

Enduring works of poetry or prose that express ideas and emotions of universal human interest in a form and style embodying excellence. Also refers to the body of works written and/or produced on a subject, in a given field of inquiry, or in a specific language, country, period, etc.

literature review

A comprehensive survey of the works published in a field of study, or related to a particular line of research, usually in the form of a bibliographic essay or annotated list of references in which attention is drawn to the most significant works. An annual review is a form of serial devoted entirely to the publication of literature reviews. Synonymous with *review of the literature*.

Also, in scholarly journals that publish original research in the physical and social sciences, the first section of each article is usually devoted to a review of the previously published literature on the subject, with references in the text to a list of works cited at the end.

literature search

An exhaustive search for published information on a subject, conducted systematically using all available bibliographic finding tools, aimed at locating as much existing material on the topic as possible, an important initial step in any serious research project. Compare with ready reference.

lithography

The process of creating illustrations or prints by drawing on a zinc plate or the surface of fine-grained limestone with a water-repellent substance to which ink adheres, a technique developed in Germany in the early part of the 19th century. When the stone is wetted, ink is repelled by the moist areas and attracted only by the design. An impression is made by applying dampened paper to the stone under pressure. In *chromolithography*, separate stones are used to produce multiple colors.

litterateur

A man of letters, especially one who devotes himself to the study and writing of literature in the capacity of an amateur or dilettante.

little magazine

A periodical of limited circulation, devoted to experimental or avant-garde poetry, fiction, essays, humor, photography, and art. Little magazines flourished in the United States, Britain, and France during the 1920s, but most disappeared before the beginning of World War II. Desktop publishing has given new life to this form of publication. According to *Magazines for Libraries*, over 5,000 little magazines are currently published in the United States, with some available online (*example*: *Ploughshares*). For libraries, indexing is a problem because they fall outside the mainstream press. Synonymous with *literary magazine*. Compare with zine.

little press

See: small press.

liturgical work

A book used in the worship services of an organized religion. In *AACR2*, liturgical works are entered under the name of the body with which they are associated (*example*: **Catholic Church**). If a well-established title exists in English, it is used as the uniform title (*example*: **Breviary**). If there is no well-known title in English, or the name of the body is given in another language, a brief title is entered in the language of the liturgy, followed by a word or phrase in parentheses indicating the variant or special text (if applicable), for example, **Book of hours (Ms. Rohan)**. Compare with sacred text. ***See also***: antiphonary, book of hours, breviary, missal, and psalter.

LJ

See: ***L****ibrary* ***J****ournal*.

LMP

See: ***L****iterary* ***M****arket* ***P****lace*.

loan character

A character from one writing system, used in writing another language, for example, the Chinese characters used by the Japanese to write their own language (kanji).

loan desk

See : circulation desk.

loan period

The length of time for which an item in the circulating collection of a library may be checked out by a borrower. Under normal circumstances, loan period is determined by the loan rule applied to a specific item, based on item type and the borrower's patron type. In most libraries, circulating items (except reserves) may be renewed for an additional loan period provided no holds have been placed by other borrowers. Most libraries charge fines for items returned after the due date. Synonymous with *borrowing period* and *checkout period*.

loan rule

In library circulation systems, the decision governing the prescribed period of time for which an item of a specific item type may be checked out by a borrower, depending on the patron type. The loan rule also determines the form of the notice sent when an item is kept past its due date, and the amount of any overdue fine charged to the patron. The cost of replacing a lost or damaged item may also be determined in part by the loan rule. Each library or library system establishes and maintains its own set of loan rules for the various categories of materials in its collections.

loan status

The type of loan in effect at a particular time for a specific item in a library collection. Most items are available for general circulation, but some may be on reserve or on

loan to other libraries via interlibrary loan. Noncirculating items such as reference books are for library use only.

local area network (LAN)

A communications network restricted to a relatively small geographic area, often within a single building or group of adjacent buildings such as a college, university, or corporate campus, consisting of at least one high-speed server, client workstations, a network operating system, and a communications link. LANs handling communication over the Internet use optical fiber as a transmission medium. Compare with wide area network (WAN).

local bibliography

A bibliography of books and other materials about a specific geographic area smaller than a country, usually including material about the history, geography, architecture, and environment of the area, as well as works about the people born or residing in it. Useful in genealogical research. ***See also***: regional book.

local collection

A library collection of books, prints, maps, photographs, and other materials related to a specific geographic area and its inhabitants, usually the community in which the library is located, useful in historical and genealogical research. ***See also***: regional book.

location code

See: location symbol.

location symbol

A code consisting of a few letters or a word displayed in a catalog record or added to an entry in a bibliography, indicating the specific location or collection in which the item is shelved (*example*: **Ref** for items in the reference stacks). In a union catalog, location symbols are used to indicate the libraries in the system or consortium owning at least one copy of the item. Synonymous with *location code*.

locative relation

See: semantic relation.

locator

The portion of an entry in a catalog or index that gives the location of the unit indexed. In the library catalog, it is the call number. In a single index, the locator is usually a page or paragraph number, or a figure or table number. In an abstracting service, the locator is the abstract number under which the full bibliographic description of a document can be found. In an open-end index, the locators may be the bibliographic descriptions themselves.

A *sequential locator* is a pair of locators separated by a hyphen, indicating the first and last pages, paragraphs, or sections of the book or other document in which the indexed topic is mentioned. To avoid ambiguity, it is standard practice to give the second part of a sequential locator in full (*example*: 396-409 instead of 396-09).

loc cit.

An abbreviation of the Latin phrase *loco citato* meaning "in the place cited."

locked up

Said of assembled type and display matter made up into pages and imposed in a chase once it has been tightly secured by adjusting small expandable wooden or metal boxes called *quoins* positioned between the imposed type and the sides of the chase. The resulting forme is ready to be placed on the bed of the press for printing.

LOEX

An acronym for **L**ibrary **O**rientation **EX**change (pronounced "low-ex"), a "library outreach" office established in 1971 at Eastern Michigan State University with the aid of a grant from the Council on Library Resources (CLR) and the National Endowment for the Humanities (NEH). Since its inception, **LOEX** has sponsored the annual *LOEX Conference*, attended by bibliographic instruction librarians and other individuals with an interest in library instruction, and has served as a clearinghouse for bibliographic instruction materials and resources. Click here to connect to the homepage of the **LOEX Clearinghouse for Library Instruction**.

logical difference

In Boolean logic, the result obtained when the **NOT** command is used to separate members of a set of entities from those of another. It is the search strategy used to determine which records in a library catalog or bibliographic database contain term **A** but not term **B**. Synonymous with *logical subtraction* and *negation*. Compare with logical product and logical sum.

logical product

In Boolean logic, the result obtained when the **AND** command is used to find all the members common to two or more sets of entities. It is the search strategy used to determine which records in a library catalog or bibliographic database contain both term **A** and term **B**. Synonymous with *logical multiplication* and *conjunction*. Compare with logical difference and logical sum.

logical sum

In Boolean logic, the result obtained when the **OR** command is used to find all the members of two or more sets of entities. It is the search strategy used to determine which records in a library catalog or bibliographic database contain term **A** or term **B**, or both **A** and **B**. Synonymous with *logical addition* and *union*. Compare with logical difference and logical product.

logo

An emblem or graphic design used in publications and on promotional materials by a company, organization, agency, or institution as a trademark or symbol of its identity. Web sites often include a logo to indicate affiliation with a host organization, or to suggest the nature of the site's content.

logoff

See: log off.

log off

The procedure by which a user closes or terminates communication with a remote computer system. The opposite of log on. Also spelled *log-off* or *logoff*. Compare with exit.

logogram

A symbol or character that stands for an entire word, for example, **$** for *dollar* and **#** for *number*.

logon

See: log on.

log on

The procedure by which a user gains access to and initiates communication with a remote computer system, usually by typing or entering an authorized username and/or password. The opposite of log off. Also spelled *log-on* and *logon*.

long discount

The standard discount given by a publisher to a bookseller on trade books, usually 40%. Compare with short discount.

longitudinal study

A research methodology in which the same phenomenon is observed continuously or at intervals over an extended period of time, usually to discern temporal patterns or identify changes that occur in response to altered conditions. ***See also***: user survey.

long page

In printing, a page containing more lines of type matter than specified. In books, a typesetter may add an extra line (or lines) to avoid setting an orphan or widow. Compare with short page.

long-playing record (LP)

A sound recording medium in which music or spoken words are recorded in a continuous spiral groove on the surface of a thin, flat vinyl disk that can be played back at 33 rpm using a device called a *record player* equipped with a stylus, cartridge, and speakers to amplify the sound. Long-playing records have been superseded, first by audiocassettes and then by audio compact discs. They are retained by libraries for archival purposes. ***See also***: monaural, stereophonic, and quadraphonic.

loose

Sheets of paper, parchment, etc., that are unbound, usually filed in a folder or container. The opposite of *bound*. ***See also***: loose-leaf.

Also refers to one or more leaves, or all the sections of a book, which have become partially or completely detached from the binding through use. The term is also used to describe the binding on a well-used book that opens easily and lies flat at any page. The opposite of tight.

loose-back

See: hollow back.

loose-leaf

A rigid or flexible mechanical binding that can be manually opened and closed by the user to remove or insert, at any location in the sequence of pages, one or more leaves or sections with holes or slots punched along the back margin. The most common varieties are ring binding and post binding. Loose-leaf binding is used in libraries for reference serials, government documents, legal publications, instruction manuals, etc., which must be updated on a regular basis. Compare with comb binding and spiral binding.

lost

A code used in a library catalog record to indicate the circulation status of an item no longer available because it was checked out to a previous borrower and never returned. Most libraries bill the patron an amount based on the cost of replacement after a number of overdue notices have been sent without result. In some libraries, the charge may be refundable if the item is found and returned within a reasonable time. Compare with missing.

Also refers to a creative work whose existence is known only through allusions or quotations in the writings of contemporary authors. Literary works of the classical period (poems, plays, etc.) are often known only through fragmentary quotations and references in surviving works.

lot

A regular shipment of books, periodicals, or other printed material sent by a library to a bindery for binding or rebinding. The phrase "closing the lot" refers to the point in time after which no further items are added to a shipment. Only when the lot is closed can the necessary paperwork be prepared to accompany the shipment.

low-demand

See: demand.

lowercase

The small letters as opposed to the capital letters of a type font. The opposite of uppercase. Type matter set in lowercase can be read more rapidly than the same text set in uppercase. The words "lowercase" and "uppercase" are derived from the relative positions of the compartments within the wood or metal case designed to hold elements of type bearing small letters and capital letters at a typesetter's bench in the days when typesetting was done by hand (letterpress). Also spelled *lower case*. Compare with minuscule. ***See also***: ascender, descender, and x-height.

LP

See: **l**arge **p**rint and **l**ong-**p**laying record.

LRC

See: **l**earning **r**esources **c**enter.

LRRT

See: Library Research Round Table.

LSCA

See: Library Services and Construction Act

LSTA

See: Library Services and Technology Act.

LU

See: Libraries Unlimited.

lurk

To receive and read messages posted to an online discussion forum, or observe the exchanges in a chat room, without actively participating in the discussion. In some mailing lists, there may be more *lurkers* than active correspondents.

LVA

See: Literacy Volunteers of America.

lyric

In classical Greece, a song or poem performed to the accompaniment of a harp-like stringed instrument called a *lyre*. In contemporary usage, a relatively short poem in which a single speaker expresses a personal emotion or state of mind, as opposed to narrating a sequence of events. The form includes sonnets, elegies, odes, and hymns. Compare with lyrics.

lyricist

See: lyrics.

lyrics

The words of a song or musical drama, as opposed to its music. In libraries, songs and musicals are cataloged under the name of the composer, with an added entry under the name of the *lyricist* when the words are written by a person other than the composer (*examples*: Lorenz Hart and Oscar Hammerstein who wrote the words for musical works composed by Richard Rodgers). Compare with lyric.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

M

Mac

See: Macintosh.

machine-aided indexing

A method of indexing in which a computer is programmed to select possible

descriptors from a thesaurus of preferred terms, based on an analysis of words and phrases appearing in the title and/or text of a work. Each suggestion is evaluated by a human indexer and either accepted or rejected. The indexer is also free to select additional authorized terms for indexing. Compare with automatic indexing.

machine-readable

Data in a form that can be recognized, accepted, and interpreted by a machine, such as a computer or other data processing device, whether created in such a form or converted from a format that a machine cannot read. Usually refers to digital information stored on hard disk, floppy disk, or magnetic tape. ***See also***: MARC.

MAchine-Readable Cataloging (MARC)

An international standard digital format for the description of bibliographic items, developed by the Library of Congress during the 1960s to facilitate the creation and dissemination of computerized cataloging from library to library within the same country, and between countries. By 1971 the **MARC** format had become the national standard for dissemination of bibliographic data, and by 1973 the international standard. Widespread use of the **MARC** standard has helped libraries acquire predictable and reliable cataloging data, make use of commercially available library automation systems, share bibliographic resources, avoid duplication of effort, and ensure that bibliographic data will be compatible when one automation system is replaced by another.

The **MARC** record has three components:

> **Record structure** - an implementation of national and international standards, such as the *Information Interchange Format* ANSI Z39.2 and *Format for Information Exchange* ISO 2709
> **Content designation** - codes and conventions that explicitly identify and characterize the data elements within a record to facilitate the manipulation of data
> **Data Content** - defined by external standards such as *AACR2*, *Library of Congress Subject Headings (LCSH)*, etc.

In structure, the **MARC** record is divided into fields, each containing one or more related elements of bibliographic description. A field is preceded by a three-digit tag designating the nature of its content. Tags are organized in hundreds as follows, with **XX** in the range of **00-99**, indicating a group of related tags:

> **0XX** fields - Control information, numbers, codes
> **1XX** fields - Main entry
> **2XX** fields - Titles, edition, imprint
> **3XX** fields - Physical description, etc.
> **4XX** fields - Series statements (as shown in item)
> **5XX** fields - Notes
> **6XX** fields - Subject added entries
> **7XX** fields - Added entries other than subject or series
> **8XX** fields - Series added entries (other authoritative forms)

Click here to connect to the ***MARC Standards*** homepage maintained by the MARC Standards Office of the Library of Congress. ***See also***: UNIMARC and MARCese.

machine-readable data file (MRDF)

Information stored in a form that can be used directly as computer input, without conversion from a format that is not machine-readable, for example, bibliographic records in MARC format as opposed to printed catalog cards. Storage medium varies (magnetic tape, magnetic disk, etc.).

machine-readable records

In archives, records created and maintained in a medium that requires some kind of machine to access their content (microforms, sound recordings, videorecordings, magnetic tape and disks, optical disks, etc.). Compare with electronic records. ***See also***: machine-readable data file.

Macintosh

The family of computers introduced by Apple in 1984 which popularized the graphical user interface (GUI), setting a precedent for the design of user-friendly graphical applications and operating systems that other software companies like Microsoft were quick to follow. Although Apple commands only 5% of the market for desktop computers, the company produces the largest series of nonIBM-compatible personal computers. "Macs" remain popular in desktop publishing and graphic design because of the usability of the interface. In libraries, Macs are used mainly in the children's room and curriculum room. ***See also***: Windows and UNIX.

macro

In computing, a method of customizing user input in which a series of recorded keystrokes, commands, or menu options are assigned a brief name or key combination (usually **Ctrl** or **Alt** plus a specific character) to enable the user to execute a pre-determined sequence of steps quickly by simply typing the name or key combination.

macroform

A general term for any storage medium bearing text and/or images large enough to be easily read without magnification. Macroforms can be opaque (*example*: photocopies) or transparent (overhead transparencies). Compare with microform.

made-up copy

A copy of a book assembled from parts taken from one or more defective copies of the same edition, or a copy in which imperfections are corrected by adding or substituting parts taken from other copies of the same edition.

magazine

A popular interest periodical usually containing articles on a variety of topics, written by various authors in a nonscholarly style. Most magazines are heavily illustrated, contain advertising, and are printed on glossy paper. Articles are usually short (less than five pages long), frequently unsigned, and do not include a bibliography or list

of references for further reading. Most magazines are issued monthly or weekly for sale at newsstands, in bookstores, and by subscription. English-language magazines are listed by subject in *Magazines for Libraries* published by R. R. Bowker. Abbreviated *mag*. Compare with journal and journal of commentary. ***See also***: e-zine, general interest magazine, hybrid journal, news magazine, special interest magazine, and zine.

Also refers to a rectangular slotted container designed to hold a sequence of slides, queued for use in a slide projector. Compare with carousel.

magazine pagination

Numbering the pages of a periodical, starting with one at the beginning of each issue. Magazines and trade journals are usually paginated in this way, making it more difficult to locate a specific article in a bound volume by page numbers, compared with a publication that uses journal pagination.

Magazines for Libraries

Published irregularly since 1969 by R. R. Bowker, ***Magazines for Libraries*** is a subject list (with title index) of over 8,000 English-language periodicals, selected by the editors from over 170,000 possibilities as the most useful for the average public, academic, government, school, or special library. Coverage includes general interest magazines, research journals, trade journals, zines, and children's periodicals. Each entry includes a basic bibliographic description; an annotation explaining the purpose, scope, and audience of the publication; and a brief evaluation. Libraries usually place this collection development tool on continuation order and shelve it in the reference section.

MAGERT

See: **MA**p and **GE**ography **R**ound **T**able.

magnetic disk

See: disk.

magnetic strip

A thin magnetized strip of plastic firmly affixed to a book or other bibliographic item at the time it is processed, which can be set to trigger a security alarm whenever someone attempts to remove the item from the library without checking it out. Synonymous with *security strip* and *tattle-tape*. ***See also***: desensitization.

magnetic tape

An electronic storage medium consisting of a thin strip of flexible plastic to which a metallic coating is applied which can be selectively magnetized to record information sequentially in linear or helical tracks. Magnetic tape is mounted on open reels or in cartridges. To retrieve a specific record or file on tape, all the records (or partitions) preceding it must be sequentially searched. Magnetic disk storage is faster because it allows data to be accessed randomly. For this reason, data in current use is usually stored on disk, but tape is often used for archival storage because it is more economical and has greater capacity.

magnum opus

Latin for "great work." A literary or artistic work considered by discerning critics to be of major importance, usually the crowning achievement of its author, composer, or creator (*example*: ***Ulysses*** by James Joyce). Not all authors and artists produce a work that is considered superior to their others (William Shakespeare). The opposite of opuscule. Compare with masterpiece.

mailing list

An e-mail discussion forum that allows individuals to subscribe and automatically receive messages posted to the list by other subscribers. Participants may also post their own messages and replies for distribution to the other subscribers to the list. A mailing list may be *moderated* or *unmoderated*. Synonymous with *electronic discussion list*. Compare with bulletin board system and distribution list. ***See also***: LISTSERV, lurk, majordomo, and netiquette.

Click here to see a list of *Library-Oriented Lists & Electronic Serials* maintained by the Washington Research Library Consortium (WRLC). Two of the most comprehensive general directories of e-mail discussion groups are LISZT and Tile.Net/Lists.

main class

One of the highest-level divisions of a classification system. In Library of Congress Classification, the 20 major classes are indicated by letters of the English alphabet:

A - General works	**M** - Music
B - Philosophy, psychology, religion	**N** - Fine arts
C - Auxiliary sciences of history (archaeology, genealogy, etc.)	**P** - Language and literature
D - History (except America)	**Q** - Science
E-F - History: America and United States	**R** - Medicine
G - Geography and anthropology	**S** - Agriculture
H - Social sciences	**T** - Technology and engineering
J - Political science	**U** - Military science
K - Law	**V** - Naval science
L - Education	**Z** - History of books, library science, bibliography

In Dewey Decimal Classification, the ten main classes are indicated by arabic numerals:

000 - Generalities	**500** - Natural sciences and mathematics
100 - Philosophy, parapsychology and occultism, psychology	**600** - Technology (Applied sciences)
200 - Religion	**700** - Arts (Fine and Decorative Arts)

300 - Social sciences	**800** - Literature (Belles-lettres) and rhetoric
400 - Language	**900** - Geography, history, and auxiliary disciplines

See also: division and section.

main entry

The entry in a library catalog that provides the fullest description of a bibliographic item, enabling the work to be clearly identified and cited. In *AACR2*, the main entry is the primary access point. In the card catalog, it includes all the secondary headings under which the item is cataloged, called added entries. For most items, main entry is under name of author. When there is no author, main entry is under the title.

mainframe

A large computer system capable of supporting many terminals that do not have independent processing capability, used to run complex applications that require a considerable amount of computing power. Mainframes are classified by size (small, medium, and large). Compare with microcomputer, minicomputer, and supercomputer.

main heading

In pre-coordinate indexing, the first part of a composite heading that includes at least one subheading. In the Library of Congress subject heading **Information science--Research--Methodology**, the phrase *Information science* is the main heading, *Research* is the subheading, and *Methodology* is the sub-subheading. ***See also***: standard subdivision.

main library

See: central library.

main schedule

The list of classes used by a cataloger or indexer, individually or in combination, to classify documents by subject under the rules of a given classification system, arranged in the order of their symbolic notation. In a hierarchical classification system, the logical divisions, subdivisions, etc., of the main classes are displayed. Compare with auxiliary schedule.

maintenance contract

A formal agreement in which an outside company agrees to check designated equipment on a regular basis after any warranty has expired, and to maintain it in good working order, including major repairs as needed, in exchange for payment of a monthly or annual fee, an arrangement common in libraries that own their own photocopiers, reader-printer machines, computer equipment, etc.

Also refers to an agreement with an outside company to clean and maintain a library facility on a regular basis, in exchange for payment of a monthly or annual fee. Some libraries and library systems hire their own maintenance personnel, or use the services

provided by the parent organization.

major

A descriptor or identifier in an index entry or bibliographic record, representing a main focus or subject of the document indexed, usually indicated by an asterisk or other symbol, or distinguished typographically. Minor descriptors and identifiers representing less significant aspects of the content are left unmarked.

Majordomo

An Internet mailing list program designed to run on the UNIX operating system. Compare with LISTSERV.

Major Orchestra Librarians' Association (MOLA)

Founded in 1983 by representatives of the Philadelphia Orchestra, Boston Symphony, and Minnesota Orchestra, **MOLA** is an international organization devoted to improving communication among performance librarians and helping them provide better service to their orchestras. The association also presents a unified voice in relations with music publishers. Its membership includes over 170 libraries associated with orchestras, opera and ballet companies, military bands, and music conservatories. **MOLA** publishes the quarterly newsletter *Marcato* and hosts the *MOLAList* electronic mailing list. Click here to connect to the **MOLA** homepage.

majuscule

A large capital or uncial letter used in Greek and Latin manuscripts of the 4th and 5th centuries A.D., as distinct from a small letter or minuscule. ***See also***: uppercase.

makeready

The process of preparing the printing press for a press run, including adjustment of the forme or plates to produce a uniform impression.

make-up

In letterpress printing, the process of removing type from the galleys and arranging it in page format, including the positioning of text, illustrations, notes, and running heads in accordance with the typographer's layout, done by a worker known as a compositor. Also spelled *makeup*. ***See also***: remake.

Also refers to a list of the contents of a book in the order in which they are to be bound, provided by the publisher to the binder to ensure that any plates or other additions not printed with the text are included in correct sequence.

malapropism

The accidental or intentional misuse of words, especially two words of similar pronunciation but very different meaning. The term is derived from Mrs. Malaprop, the name of a character in Sheridan's play ***The Rivals*** (1775) who had a habit of using polysyllabic words incorrectly ("...don't attempt to extirpate yourself from the matter"). Earlier examples can be found in the utterances of the constable Dogberry in Shakespeare's ***Much Ado About Nothing***.

managed book

A book on a topic chosen by the publisher, who controls and directs every aspect of its creation. If a paid staff writer or freelancer is used for the text, the structure of the work is usually based on an outline provided by the publisher. In books with a preponderance of pictorial content, the name of the author or editor may not be given on the title page. Compare with packaged book.

management information system (MIS)

A computer-based information system developed and maintained by a commercial enterprise to integrate data from all its departments (product development, production and inventory, marketing and sales, personnel administration, etc.) to support managerial and supervisory decision-making with real time analysis. **MIS** systems are designed to track progress towards achievement of the company's goals and objectives, including the identification of problems or obstacles that must be resolved by upper-level management. In the plural, the term refers to the study and teaching of such systems. Courses on **MIS** are offered as a major at some business schools in the United States.

mandatory (M)

A field or subfield of the MARC record in which data must be entered to meet OCLC input standards for a given encoding level. Compare with optional and required if applicable or readily available.

manifestation

As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), the result of a single act of physical embodiment/production of a specific expression of a creative work, for example, an edition of one of the variant texts of a literary work (1993 Yale University Press edition of ***Hamlet***), or a recording of a specific performance of a musical work (1998 recording of ***West Side Story*** released by Sony/Columbia on compact disc). A manifestation consists of all the physical objects (items) possessing the same characteristics with respect to intellectual/artistic content and physical form, in most instances a set of multiple copies produced for commercial distribution. However, for some expressions there may be only a single exemplar, as in the case of an archival oral history recording, an author's manuscript, or a one-of-a-kind art book.

manifesto

A public declaration, in writing or in speech, of beliefs, motives, plans, and/or intentions, made by an individual, group, or government (*example*: ***Mein Kampf*** by Adolf Hitler).

manila

A thick, durable buff-colored paper, originally manufactured from Manila hemp fiber, used mainly for file folders and mailing envelopes. Also spelled *manilla*.

manual

A book of compact size, especially one describing in considerable detail the government of a state or the structure and functions of a government agency (*example*: ***The United States Government Manual*** published annually by the U.S.

GPO).

Also refers to a book or pamphlet containing practical instructions, rules, or steps for performing a task or operation, assembling a manufactured object, or using a system or piece of equipment (*example*: ***Manual of Archival Description*** published by Gower). Used synonymously with handbook. ***See also***: style manual.

Also, any operation or procedure done by hand rather than by machine.

manufacturer

In library cataloging, the agency responsible for actually making a bibliographic item. In the case of books and other printed publications, the printer is the manufacturer. Compare with producer.

manuscript

An abbreviation of the Latin phrase *codex manu scriptus*. Strictly speaking, a work of any kind (text, inscription, music score, map, etc.) written entirely by hand. Also refers to the handwritten or typescript copy of an author's work as submitted for publication, before printing. In the United States, bibliographic control of manuscript collections is provided by the National Union Catalog of Manuscript Collections (NUCMC), a cooperative cataloging program of the Library of Congress. In *AACR2*, manuscripts are cataloged under the rules for printed books. Abbreviated *ms.* and *mss.* in the plural. ***See also***: illuminated, manuscript book, and Manuscript Society.

manuscript book

A book written entirely by hand, particularly one produced prior to the invention of printing from movable type, usually copied by medieval monks or scribes on leaves of parchment or vellum, bound in leather-covered wooden boards. Medieval manuscript books were often rubricated, illuminated, and/or embellished with miniatures. ***See also***: Book of Hours.

Manuscript Society, The

Founded in 1948 as the National Society of Autograph Collectors, **The Manuscript Society** has since grown to a membership of over 1,800 scholars, authors, dealers, private collectors, librarians, archivists, and curators. Its membership also includes historical societies, museums, special libraries, and academic libraries with manuscript collections. The Society publishes the quarterly journal *Manuscripts* and the newsletter *Manuscript Society News*. Click here to connect to the homepage of **The Manuscript Society**.

map

Any two-dimensional representation of all or a portion of the earth's surface, the heavens, or another celestial body, normally done to scale on a flat sheet. Early maps were drawn on parchment stored in rolls. In modern libraries, maps are usually stored flat or folded in a specially designed map case with wide, shallow drawers. Maps are also included as inserts or pocket parts in books and periodicals. As illustrations, they may be printed as plates with the text, or on the endpapers. An atlas is a book consisting almost entirely of maps, with the content usually indexed in a gazetteer at

the end. The largest mapping agency in the United States is the U.S. Geological Survey. Click here to connect to an historical map collection available online, courtesy of the *American Memory* project at the Library of Congress. Compare with globe. ***See also***: cartography, cartouche, legend, map series, and projection.

Maps are categorized by the type of content and method of presentation. ***See also***: aerial map, astronomical map, bathymetric map, cadastral map, cartogram, choropleth map, city map, contour map, dynamic map, geologic map, hydrologic map, index map, inset map, interactive map, mental map, multimedia map, photomap, planimetric map, political map, rare map, relief map, road map, thematic map, and topographic map.

Map and Geography Round Table (MAGERT)

A round table of the American Library Association established in 1980, **MAGERT** is the world's largest organization devoted to map and geography librarianship. Membership is open to ALA members who work with or have an interest in map and geography collections and information related to maps and mapping. **MAGERT** publishes the semiannual journal *Meridian* and the bimonthly newsletter *Base Line*. Click here to connect to the **MAGERT** homepage.

map case

A library furnishing, usually made of wood or metal, containing a number of wide, shallow drawers in which large sheet maps can be stored flat, with a large smooth top on which they can be spread for examination.

map index

An alphabetical list of the place names written or printed on a map or series of maps, giving the location of each feature, usually as grid coordinates. Compare with index map.

map library

A library or unit within a library which has collections consisting primarily of cartographic materials that are of current or historic interest, including maps, atlases, gazetteers, charts, globes, relief models, digital data, remotely sensed images, etc., for example, the Perry-Castaneda Library Map Collection at the University of Texas. *Map librarians* are organized in the Map and Geography Round Table (MAGERT) of the American Library Association.

mapping

See: vocabulary mapping.

mapping agency

An organization that produces and publishes maps and other cartographic information, usually under the sponsorship of a national government or its armed forces. The largest mapping agency in the United States is the U.S. Geological Survey. In *AACR2*, name of mapping agency is given in the statement of responsibility area of the bibliographic description of a cartographic item.

map series

A series of sheet maps, all drawn to the same scale and specifications, encompassing a clearly defined geographic area when complete, identified collectively by the mapping agency that produced them.

MARBI

MAchine-**R**eadable **B**ibliographic **I**nformation Committee, the body within the American Library Association responsible for developing official ALA standards for the representation of bibliographic information in machine-readable format. Its membership includes nine voting members from ALCTS, LITA, and RUSA, and three interns. Members of the MARC Advisory Committee to the Library of Congress also participate in its deliberations, including ex-officio representatives of the national libraries and bibliographic utilities, and several dozen nonvoting liaisons from other units within the ALA and from non-ALA organizations with an interest in issues related to library automation standards. Click here to connect to the **MARBI** homepage.

marbling

A style of decorative endpaper used in hand bookbinding, bearing a design produced by water colors floated on the gummed surface of a sheet of paper. The liquid pigments are swirled with a special comb in a pattern resembling the surface of cut marble. The technique is also used on book covers, and to decorate the edges of the sections of a book. Developed in the 17th century, probably in France, marbing was particularly popular during the Victorian period. As a less expensive alternative, endpapers are sometimes printed with a pattern resembling hand-marbled paper. ***See also***: deluxe edition.

MARC

See: **MA**chine-**R**eadable **C**ataloging.

MARCese

The jargon used by librarians who work extensively with MARC records and fall into the habit of using content designators (tags, indicators, and subfield codes) instead of words and phrases to refer to areas and elements of bibliographic description.

margin

Any one of the four blank borders around the matter written or printed on a page or sheet, known as the *top* or *head* margin; the *bottom*, *foot*, or *tail* margin; the *outer*, *outside*, or *fore-edge* margin; and the *inner*, *inside*, *back*, or *binding margin*. The combined inner margins of facing pages form the gutter. The relationship of the widths of the four margins is an important factor in the design of a legible, aesthetically pleasing page. Standard proportions are: bottom margin double the top and inside margin 1/2 or 2/3 of the outside. Rebinding may require trimming the inner margin of a book. ***See also***: marginalia.

marginalia

Headings or notes written or printed on the margins of a page, usually in writing or type of a size or style distinct from that of the text. Marginalia include footnotes, side

notes, and shoulder notes.

marginal note

See: side note.

mark up

In publishing, to prepare copy for printing by specifying details of typeface, fonts, layout, etc., in a code comprehensible to the compositor or typesetter.

masque

A lavish form of court entertainment that originated in Renaissance Italy and was particularly popular during the reigns of Elizabeth I, James I, and Charles I of England. Masques combined music, song, dance, and poetic drama in a spectacular display of costume and elaborate staging held together by a loose allegorical plot, usually based on a mythological theme (*example*: ***Masque of Blacknesse*** by Ben Jonson). The name is derived from the face *masques* worn by the members of court who played the main characters. This costly form of royal amusement ended with the Puritan revolution of 1642.

mass deacidification

See: deacidification.

mass-market paperback

A new work or a reprint of a title previously published in hardcover, produced and distributed in paperback for sale at newsstands and in supermarkets, drugstores, chain stores, etc., rather than trade bookstores. Copies are usually of standard rack-size (4 x 7 inches), printed on poor quality paper, bound with hot melt adhesive, and priced to sell to the widest possible audience. The format is used extensively for popular fiction and genre fiction. Libraries prefer them for books-by-mail programs to keep mailing costs down. In some public libraries, mass-market paperbacks received as gifts are circulated on the honor system. Compare with trade paperback. ***See also***: pulp fiction.

mass media

See: media.

master

In reprography, the plate, stencil, negative, or document from which copies are made, usually more than once. The quality of a master copy usually deteriorates with extended use. ***See also***: generation, master negative, and print master.

Also refers to an artist, writer, composer, or craftsman who consistently creates works of the highest quality (*example*: Mozart). ***See also***: masterpiece.

master negative

In microfilm, the first generation negative, developed from the film used to shoot the image, from which at least one print master is made, usually stored in a separate location under controlled conditions and used as little as possible. ***See also***: service copy.

masterpiece

A work of art, craftsmanship, or writing universally recognized as embodying the highest skill of a great master or group of masters. An artist, composer, or writer may produce a single masterpiece (*examples*: Charlotte and Emily Bronte) or more than one masterpiece in a lifetime (Jane Austen). Synonymous with *chef-d'oeuvre*. Compare with magnum opus.

masthead

A box or column printed in each issue of a periodical, stating the title of the publication, its publisher, ownership, editors, frequency, ISSN, subscription rates, and giving notice of copyright, usually with contact information. In a newspaper, the mastehead is found on the editorial page or on page one. In magazines and journals, it is usually printed on or near the page bearing the table of contents. Compare with *flag*. ***See also***: date line.

mat

Two pieces of board, hinged along one edge for mounting a print, photograph, etc., the bottom piece providing support (backing) and the top piece cut in the shape of a window through which the image is viewed. In quality framing, prints are often *double*- or *triple-matted* in boards of contrasting color.

matching grant

A grant made by a foundation, government agency, or individual, contingent on the recipient raising sufficient funds to match the donor's contribution. Although the ratio of grant funds to contributions may vary, most are dollar-for-dollar up to a fixed amount, with a time limit imposed on fund-raising activities. Some federal LSTA grants-in-aid are structured in this way.

materials budget

The portion of a library's operating budget allocated for the purchase of books, media, serials, and other information resources for the use of its clientele and staff, as opposed to expenditures for salaries and wages, equipment, supplies, and services. Some libraries include *electronic resources* in the materials budget, others make a separate allocation.

material specific details (MSD)

A generic term for the area of a bibliographic record reserved for elements of bibliographic description specific to certain types of material (musical presentation, mathematical data, and numeric and/or alphabetic, chronological, or other designation) recorded in field 254 of the MARC record for music, field 255 for cartographic materials, and field 362 for serials.

material type

An option available to users of some online catalogs and bibliographic databases that allows search results to be limited to materials of a specific physical format (book, periodical, videocassette, sound recording, map, music score, etc.). In cataloging, material type is assigned to the item from a list established by the local library (or library system) and is not necessarily the same as the item type used for circulation

purposes. ***See also***: GMD.

mathematical data

The field within the materials specific details area of a bibliographic record in which mathematical elements in the bibliographic description of cartographic materials are entered (scale, projection, coordinates, etc.).

matte

Paper that has a dull unreflective finish, easier on the eye of the reader than glossy finish, but not as visually appealing for printed graphics. Also spelled *matt*.

matter

In printing, copy in the process of being set in type, or already set (standing). *Live* matter has yet to be used in printing; *dead* matter has been used and is ready to be *broken up*. The terms *fat matter* and *lean matter* refer to the proportion of white space or broken lines on a page. Printers also differentiate between body matter and display matter. Also refers to copy that is to be printed, in manuscript or typescript form.

maximize

A feature of a graphical user interface that allows the user to enlarge a window to its fullest size by clicking on a small button in the upper right-hand corner of the window. The opposite of minimize. ***See also***: multitasking.

Mazarin Bible

See: *Gutenberg Bible*.

McLuhan, Marshall (1911-1980)

The University of Toronto professor of literature and culture who became famous for his innovative theories about how methods of communication influence society. In 1963, his analysis of the effect of movable type on the culture of 15th century Europe (***The Gutenberg Galaxy: The Making of Typographic Man***) won the Governor-General's award for critical writing. In 1964, McLuhan gained considerable attention in the popular press for ***Understanding Media: The Extensions of Man*** in which he argued that the communication media used by humans are extensions of the physical senses which, by their very nature, introduce changes in the way societies function and in human consciousness, apart from the content they convey. His assertion that "the medium is the message" eventually became "the medium is the massage." For more about his life and work, see ***Marshall McLuhan: The Medium and the Messenger*** (1989) by Philip Marchand.

McNaughton Plan

See: book lease plan.

mean line

In typography, the imaginary horizontal line running along the tops of the x-height lowercase letters of a type font that lack ascenders. Synonymous with *x-line*. Compare with cap line. ***See also***: base line.

mechanical binding

A form of binding in which the leaves of a publication are held together by some type of mechanism, usually metal or plastic wire or rings threaded or inserted through holes or slots punched along the back margin parallel to the binding edge, to allow the volume to open flat. The category includes loose-leaf binding, comb binding, and spiral binding.

media

A generic term for nonprint library materials (films, filmstrips, slides, videorecordings, audiorecordings, CD-ROMs, machine-readable data files, computer software, etc.). Microforms are not considered media because they are reproductions of print documents. The person responsible for managing a media collection and associated equipment is a media specialist. Reviews of newly published media titles are indexed annually by type of medium in ***Media Review Digest***. Synonymous with *audiovisuals*. In a more general sense, material in *any* format that carries and communicates information content.

Also refers collectively to all the channels through which information is broadcast, including radio, television, cable, and the Internet. The *mass media* disseminate public information to the widest possible audience (and some would argue to the lowest common denominator) with a close eye on the profits to be made from advertising, as in the case of major commercial television networks. Although the producers of this one-way flow of information may use polling to reveal the characteristics of their listeners or viewers, the individuals who receive their message remain largely anonymous. The *news media* (newspapers, news magazines, news broadcasts, news Web sites, etc.) specialize in providing the latest information about current events, with or without commentary, usually without intending to entertain. Directory information on print and broadcast media is available in the ***Gale Directory of Publications and Broadcast Media***, an annual reference serial available in most academic and large public libraries. ***See also***: public television.

media center

A facility within an educational institution, responsible for providing a full-range of media resources, equipment, and services, staffed to assist students and instructors in utilizing its collections, usually supervised by a media specialist. A media center can be a separate facility, a separately administered unit located in the same building as a library, or an integral part of the library. Synonymous with *learning resources center*. ***See also***: listening room and viewing room.

media mail

A special rate available from the U.S. Postal Service to businesses and the public for mailing books of at least eight pages, film (16 mm or narrower), printed music, printed test materials, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders containing medical information, and computer-readable media, lower than the rate charged for parcels of comparable weight which do not contain such items. Advertising restrictions apply. Synonymous with *book post* and *book rate*. Compare with library rate.

media specialist

A librarian or other individual with specialized training in the creation, selection, organization, maintenance, and provision of access to media of all kinds, who may also be responsible for supervising a media center or the media department of a library, including collections, equipment, and facilities for listening and/or viewing.

mediated search

A systematic search in which a trained intermediary, such as an online services librarian or information broker, assists the end-user in locating desired information, by helping to formulate and execute appropriate strategies for searching online catalogs and databases, and by using more traditional bibliographic finding tools. Compare with end-user search.

medical book

A book published in print or on CD-ROM for the use of medical practitioners, researchers, and/or students (*example*: ***Physician's Desk Reference***), or for laypersons with an interest in health care (***Harvard Medical School Family Health Guide***). The category includes textbooks, reference works, and consumer guides, often published in successive editions. Currency is essential in maintaining medical collections. ***See also***: medical library.

medical library

A type of special library maintained by a university medical school, hospital, medical research institute, public health agency, or medical association to serve the information needs of students, researchers, and practitioners in the health sciences (medicine, nursing, dentistry, pharmacy, etc.), with collections that include print and online resources related to medicine and allied health. The largest medical library in the United States is the National Library of Medicine, located in Washington, D.C. Medical librarians are organized in the Medical Library Association. Synonymous with *health science library*. ***See also***: hospital library.

Medical Library Association (MLA)

Founded in 1898, **MLA** has a membership of librarians and other individuals engaged in professional library or bibliographic work in medical libraries and allied scientific libraries. An affiliate of the American Library Association, **MLA** publishes the quarterly *Bulletin of the Medical Library Association (BMLA)*. Click here to connect to the **MLA** homepage.

medium

In information storage and retrieval, the physical substance or material on which data is recorded (parchment, paper, film, magnetic tape or disk, optical disk, etc.) or through which data is transmitted (optical fiber, coaxial cable, twisted pair, etc.). In a more general sense, the material or technical means by which any creative work is expressed or communicated, in print or nonprint format. Plural: *media*. ***See also***: McLuhan, Marshall.

In printing, a typeface of intermediate weight, as distinct from lightface or boldface. Medium type is standard for printed text.

See also: mediumistic writing.

mediumistic writing

A written work transmitted through a psychic medium who claims to have received it as a communication from the spirit of a dead person or entity. In libraries, such works are cataloged under the name of the medium with an added entry under the name of the purported author(s).

medium of performance

The voice(s) and/or instrument(s) for which a musical work is composed, recorded in the note area of the bibliographic description in the order given on the actual item (*example*: soprano and piano).

MEDLARS

An acronym for ***MED****ical* ***L****iterature* ***A****nalysis and* ***R****etrieval* ***S****ervice*, a collection of databases maintained and leased to libraries and research institutions by the National Library of Medicine (NLM), including *MEDLINE*, *AIDSLINE*, *TOXLINE*, etc. Click here to see a comprehensive list of NLM databases and electronic resources.

medley

A musical composition consisting of a string of well-known melodies or passages from various pieces which share a common characteristic (composed by the same person, during the same period, in the same genre, etc.), arranged so that the end of one coincides with the beginning of the next, with no break in continuity.

MEDLINE

Created and maintained by the National Library of Medicine, ***MEDLINE*** is the largest bibliographic database in the world, indexing the literature of the biomedical sciences. It includes *Index Medicus*, *Index to Dental Literature*, and *International Nursing*. It also covers allied health, biological and physical sciences, humanities, and information science as they relate to medicine and health care, communication disorders, population biology, and reproductive biology. ***MEDLINE*** contains over 11 million bibliographic records representing articles indexed since 1966 from over 3,900 journals, as well as monographs published as the result of biomedical congresses and symposia. Approximately 67% of the records in ***MEDLINE*** include abstracts. Click here to connect to ***PubMed***, the free public version of ***MEDLINE*** sponsored by the National Center for Biotechnology Information.

megabook

See: blockbuster.

megabyte (MB)

See: byte.

MegaHertz (MHz)

A measurement of the transmission speed of electronic devices, named after the German physicist Heinrich R. Hertz. One MHz equals one million cycles per second. In computing, a MegaHertz is usually equal to one million bps (bits per second).

When used in reference to a computer's clock, the number of MHz indicates the speed of the central processing unit (CPU).

melodrama

From the Greek word *melos* meaning "music." The term originally referred to all dramatic works that included music, but in 19th-century England it was applied to a play in which the characters are stereotyped (good or bad), the action exaggerated and emotional, and the plot improbable and/or sensational, interspersed with catchy songs and orchestral accompaniment, with an invariably happy ending (*example*: ***Sweeney Todd, the Demon Barber of Fleet Street***). Melodrama bears the same relationship to tragedy as farce to comedy. In contemporary usage, the adjective *melodramatic* is applied to any performance or literary work in which the characters are overdrawn and the action taxes the credulity of audience or reader.

memo

See: memorandum.

memoir

The record or report of a person's investigations in a specialized field, especially one prepared for presentation to members of a scholarly society. Also, a record of research or observation issued by a scholarly society or institution. Synonymous, in the plural, with proceedings and transactions.

memoirs

A narrative of events or reminiscences based on the author's own observations or personal knowledge of the world in which he (or she) lived, including events witnessed, people known or observed, places visited, etc. The life need not have been historically significant, but one which placed the writer in a position to observe first-hand significant events as they unfolded. Unlike a private diary or journal, memoirs are usually written for publication long after the occurrence of the events described, and do not necessarily provide a day-to-day account. Compare with autobiography.

memorabilia

Materials of sentimental or historical value to the person who created or collected them, including personal books and papers, clippings, photographs, sketches, correspondence, diaries, journals, notes, invitations, etc. Memorabilia are usually added to special collections, in accordance with a library's collection development policy.

memorandum

A formal note distributed internally to one or more persons in a company, agency, organization, or institution, with a header indicating the date it was sent and stating to whom it is addressed (To:), from whom it is sent (From:), and the subject of the text (Re:). Unlike a letter, a *memo* does not require a full salutation or signature at the end of the text--the sender may simply initial his or her name in the header. Plural: *memoranda*.

memory

The space available for holding or storing data on a computer. *External memory* consists of permanent storage space on hard disks and floppy disks. *Main memory* (RAM) stores data only during a single work session, which is why files must be saved before ending a session. Because main memory also allocates space to the operating system, the amount of *usable memory* is usually less than total RAM, which may limit the size of application programs that can be run on a given computer, and the maximum speed at which it can process data.

mending

Minor restoration of a book's condition, not requiring replacement of material or removal of the bound sections from the cover. When mending of library materials is done in-house, the job should be given to a person who is properly trained, to avoid permanent damage to items in need of attention. Compare with repairing and rebinding.

mending tape

A generic term for various kinds of adhesive tape designed specifically for making minor repairs on books and other printed materials, available by the roll from library suppliers, either single- or double-sided, with pressure-sensitive or water-based adhesive. For mending tears in paper, acid-free tape is preferred. In conservation, reversibility may require the use of a tape that can be easily removed without damaging the item.

mental map

A map depicting a geographic area of any extent according to the subjective perceptions of a particular person or group of people, rather than in relation to physical reality, for example, a New Yorker's view of the United States west of New York City. This category also includes maps in which an area is sized according to the quantity of the subject involved, for example, human population per square mile, which would, in a map of the United States, make Texas considerably smaller and New York much larger than is actually the case.

mentor

An experienced, trustworthy person who willingly provides useful advice to a new member of a community, profession, or organization, to assist the person in achieving success in his or her new position and environment. Mentoring relationships can either be established informally by the participants, or under the formal sponsorship of the organization. Mentoring of recent library school graduates can be arranged through the New Members Round Table (NMRT) of the American Library Association.

menu

In computer systems, a display of two or more options from which the user may select by typing letters or numbers (or some other combination of keys), or by clicking on a link, icon, text label, etc., with a mouse or other pointing device. *Main menu* options often lead to lower-level *submenus* in a hierarchical display. ***See also***: Gopher.

menu bar

A list of menu names, usually displayed horizontally below the title bar in a graphical user interface, with corresponding menu options hidden from view. When the user selects one of the menu names, the appropriate list of options is displayed in a drop-down, pop-up, or sidebar menu.

menu-driven

A computer interface that provides a hierarchical sequence of lists of possible choices (options) from which the user must make the appropriate selections to accomplish the desired result. Menu-driven interfaces are easier for novices to negotiate, but slower and less sophisticated than command-driven systems and consequently less attractive to experienced users. ***See also***: graphical user interface.

merge

To combine in logical sequence two or more separate files of information into one, either manually or by an automated process. When such a combination includes the recognition and removal of duplicate files, the process is known as *merge/purge*. ***See also***: deduping.

merger

The combination of two or more serials into one. A note is included in the bibliographic record for the new serial (*Merger of:*) indicating the titles of the publications that merged, and a companion note is added to the record for each of the serials that merged (*Merged with: to become:*) indicating the title(s) with which it merged and the title of the publication created as the result of the merger. The opposite of split. Compare with absorption.

MeSH

An acronym for ***Me****dical* ***S****ubject* ***H****eadings*, the controlled vocabulary used by the National Library of Medicine in its *MEDLINE* database (available on the Web as *PubMed*). The ***MeSH*** headings are published in print by NLM in an alphabetically arranged annotated list and in tree structures. Click here to connect to the online ***MeSH Browser***. ***See also***: subject heading.

metadata

Strictly speaking, data about other data. In a functional sense, structured data about data. More specifically, a description of a set of data (how and when it was collected, who collected and organized it, the format in which it is presented, etc.). In libraries, any database or machine-readable data file used to identify, describe, and locate networked electronic resources (*example*: *AskJake*). At the present time, no standardized format exists, but the Dublin Core Metadata Initiative (DCMI) is working to establish an international cross-disciplinary consensus on methods of bibliographic control for electronic resources. For more information, click here to see the *Yahoo!* list of online resources and indexes on the subject of metadata. Also spelled *meta-data*. ***See also***: metadatabase.

metadatabase

A database of databases, usually formed by aggregating two or more smaller

databases to allow the user to search their contents *as a whole*, instead of repeating the same search in each separately (*example*: ***OneFile*** from Gale Group which consolidates the ***InfoTrac*** bibliographic databases into a single very large finding tool). The pace of aggregation has accelerated as very large vendors have dominated the market for access to periodical databases, but however helpful "one-stop searching" may be in interdisciplinary research (and to users who lack the skill to select the optimum databases for a specialized topic), segmentation still offers significant advantages for the experienced researcher.

meta-index

An index of indexes. For a meta-index of indexes to Web sites, see the WWW Virtual Library.

metallic ink

Printing ink to which finely ground particles of metal (aluminum, bronze, copper, etc.) have been added to produce a decorative metallic effect.

metaphor

From the Greek word *metapherein* meaning to "to carry across." A figure of speech in which a word or phrase denoting a specific object, person, idea, etc., is applied to something with which it is not normally associated, to attribute one or more of its qualities to the other without using "like" or "as" to make an explicit comparison. The identification or substitution can be direct ("Oaths are straws, men's faiths are wafer-cakes" *Henry V* 2.3.51) or merely suggested ("Upon the heat and flame of thy distemper sprinkle cool patience" *Hamlet* 3.4.123).

Metaphor has been used as a literary device since the earliest works of recorded literature ("rosy-fingered dawn"), to enable imaginative writers to expand the literal meaning(s) of a word or phrase. When the elements compared are so dissimilar as to be incongruous, the resulting *mixed metaphor* ("mixaphor") can be amusing ("rusty lips"). A *dead metaphor* has become so commonplace as to have lost its impact ("time marches on"). The history and grammar of metaphor is studied in the discipline of linguistics. Metaphors are sometimes collected and indexed, usually thematically (***Metaphors Dictionary*** edited by Elyse Sommer and Dorrie Weiss).

metonymy

A figure of speech in which the name of one thing is used for another to which it is related, of which it is an attribute, with which it is associated, or which it suggests (*example*: "White House" for Presidency or "Crown" for King). *Reverse metonymy* is the use of the name of a thing to refer to one or more of its attributes.

MHz

See: MegaHertz.

microchip

See: chip.

microclimate

The isolated environment (light, temperature, relative humidity, dust, etc.) within a

small confined space such as a display case, enclosed bookcase, drawer, box, or other storage container, easier to control than a large storage area when conservation is a high priority.

microcomputer

A generic term for a programmable computer designed to handle relatively small operations, usually a desk-top machine containing a single-chip microprocessor on a printed circuit board, which may be part of a larger computer system or connected to a network. The term may have been coined to distinguish personal computers from more powerful minicomputers. ***See also***: mainframe.

microfiche

A small card-shaped sheet of photographic film, designed to store miniaturized text and/or microimages arranged sequentially in a two-dimensional grid. Microfiche is available in color or black-and-white (negative or positive). Various formats exist, but ISO recommends 75 x 125 mm (48 frames in four rows of twelve) or 105 x 148 mm (60 frames in five rows of twelve). Although each sheet usually includes a title and/or index number in a heading across the top that can be read without magnification, the text itself can be read and copied only with the aid of a microform reader-printer machine. User resistance can be mitigated by keeping equipment in good repair and providing point-of-use assistance.

In most academic libraries, the ERIC document collection is available on microfiche, filed by the 6-digit ED number assigned to each document. Periodical back files and government documents may also be available on microfiche, usually stored in specially designed metal filing cabinets. The sheets of film may be enclosed in microfiche envelopes to prevent abrasion. Abbreviated *fiche*. Compare with microfilm. ***See also***: superfiche and ultrafiche.

microfiche envelope

A small paper envelope, open at the top and right end, or at the top only, with a high throat for storing one or more sheets of microfiche so that only the title strip on the first sheet is visible. Archival quality microfiche envelopes are made of acid- and lignin-free paper.

microfilm

A continuous roll of 16 mm photographic film used for storing miniaturized text and/or microimages in a single row (*cine* format) or double row (*comic* format) of frames that can be magnified and copied only with the aid of a specially designed reader-printer machine. Microfilm is available in color or black-and-white (negative or positive). In some libraries, periodical back files are routinely converted to microfilm to save space. Microform reader/printers are available in libraries with microfilm holdings for viewing and making hard copies. User resistance can be mitigated by keeping equipment in good repair and by providing point-of-use assistance. Compare with microfiche. ***See also***: master negative, print master, and service copy.

microform

A generic term for a highly reduced photographic copy of text and/or images stored on a translucent medium (microfiche or microfilm), or on an opaque medium such as card stock (microopaque or aperture card). Microforms can be original editions or reproductions. Reader-printer machines are required to view and make hard copies. Digital storage media such as magnetic tape and disk, CD-ROM, etc., are superseding microforms in information storage and retrieval but the transformation is far from complete. Microforms currently available for purchase are listed by author/title and subject in the serial publication ***Guide to Microforms in Print***. Compare with macroform. ***See also***: computer output microform (COM).

micrographics
A general term for the techniques used to photographically reduce text and/or graphic images to a size too small to be read by the human eye without magnification, usually for the purpose of preservation or compact storage, as in the conversion of periodical back files from print to microfilm or microfiche. Micrographic formats also include microopaque and aperture card. Compare with micrography.

micrography
The art and practice of writing in microscopically small characters. Compare with micrographics.

microopaque
A sheet of opaque material, such as paper or card stock, bearing miniaturized text and/or microimages arranged in a two-dimensional grid which can be magnified and copied only with the aid of special equipment. Reader-printer machines for viewing and making hard copies are usually provided in libraries with microopaque holdings. Compare with microfiche.

microprocessor
A central processing unit (CPU) etched or printed on a single silicon microchip. To function as a computer, a microprocessor requires a power supply, a clock, and memory. Microprocessors are used in most digital devices (PCs, personal digital assistants, clock radios, etc.).

microscope slide
A small piece of transparent material (usually glass) designed to hold a very small object for viewing through the lens of a microscope or microprojector. In *AACR2*, microscope slides are cataloged according to the rules for three-dimensional artifacts and realia. Compare with microslide.

microscopic printing
Printing done in a very small type size. Although the first works printed in Europe were in large type, early printers soon realized that with smaller typefaces, more matter fitted on a page. By 1825, the French type-founder Henri Didot had cast type that produced 25 lines to the inch. Because the casting of extremely small type has physical limitations, most microscopic reduction is now done photographically. ***See also***: miniature book.

microslide

A slide consisting of a single mounted frame of microfilm. Compare with microscope slide.

midlist

The portion of a publisher's list consisting of literary fiction and serious nonfiction titles which are not expected to become bestsellers, often written by new and emerging authors. Studies suggest that although publishers are issuing as many new midlist titles as ever, the failure of bookstore chains to market them competitively has resulted in a decline in percentage of total book sales.

migration

A move from one hardware platform or software system to another, usually because the purchaser or lessee believes the new system to be superior. In libraries, the most common example is from the catalog or database software of one vendor to that of another. Such a change may or may not require the conversion of data from one format to another. Compare with upgrade.

mildew

The growth of micro-organisms whose spores remain dormant under cool, dry conditions inside libraries and other facilities, but are stimulated by warm, moist air to feed on the leaves and bindings of books and other printed materials. The growth of mildew produces an acid harmful to paper and materials used in binding. It also produces a characteristic musty odor that can be prevented in libraries by maintaining good air circulation, low relative humidity, and adequate lighting. Once started, an infestation of mildew can be difficult to eradicate. ***See also***: fumigation and preservation.

military library

A library maintained by a unit of government responsible for national defense, maintaining collections for the use of military staff, but which may have a broader mandate, including accessibility to the general public (*example*: Nimitz Library at the U.S. Naval Academy). *Military librarians* are organized in the Federal and Armed Forces Libraries Round Table of the American Library Association.

millboard

See: binder's board.

milling

Cutting away a small portion of the binding edge of a book (usually less than 1/8 inch) to prepare the sections for adhesive binding or oversewing, an operation done in a bindery by moving the inner edge of the clamped text block over the rotating blades of a *milling machine*. In first-time binding, the back folds of the sections are cut away, producing loose leaves. In rebinding, the old adhesive, thread, staples, etc., are cut away along with the folds to prepare the leaves for reattachment.

MIME

An acronym that stands for **M**ultipurpose **I**nternet **M**ail **E**xtensions, a specification

that allows non-ASCII files to be formatted so that they can be transmitted over the Internet via e-mail. Supported by many e-mail clients, **MIME** extends the SMTP protocol to allow the exchange of graphics, audio, and video files, and messages in character-sets other than ASCII.

miniature

A small colorful, often fanciful, illustration painted in and/or around an initial letter, or elsewhere on the page of a medieval manuscript book, sometimes illuminated in gold or silver. Also refers to a small, separate, minutely detailed drawing, painting, or portrait, usually done on ivory or vellum.

Also refers to a document conceived on a very small scale, or to a greatly reduced copy of a document, designed to be read or reproduced with the aid of special optical equipment. ***See also***: miniature book and miniature edition.

miniature book

A book conceived on a very small scale, measuring no more than three inches along its greatest dimension (height or width), usually printed in 6-point type or smaller and illustrated on the same scale. Not uncommon, miniature books include Bibles, almanacs, poetry, classics, juvenile literature, tokens, etc. Very tiny books, such as those used in doll houses, are usually produced photographically. Of interest to collectors, miniature books have an enthusiastic following in the United States. For more information, see the Web site maintained by the Miniature Book Society. ***See also***: miniature edition.

miniature edition

An edition of very small size (three inches or less in height and width), usually printed in 6-point type or smaller, and illustrated on the same scale. Synonymous with *lilliput edition* and *microscopic edition*. ***See also***: miniature book.

miniature score

A music score printed in small type to allow the pages to be reduced to pocket size. Miniature scores are designed to be used by music lovers for study and enjoyment, rather than by performers in their work.

minicomputer

A medium-sized computer introduced in the 1960's, capable of serving up to several hundred users. A dedicated minicomputer is used to run the online catalog in many libraries. Synonymous with *midrange computer*. Compare with microcomputer, mainframe, and supercomputer.

minimal level cataloging (MLC)

An encoding level that allows more severe limitations on the description and classification of an item (and on the amount of authority control) than in core level cataloging, resulting in a less than complete bibliographic record. **MLC** was designed to provide access to materials unavailable due to cataloging arrears, as well as items worthy of retention but not considered worth the expense of full level cataloging.

minimize

A feature of a graphical user interface that allows the user to reduce a window to a tab in the taskbar, or to an icon on the desktop, by clicking on a small button in the upper right-hand corner of the window. The opposite of maximize. ***See also***: multitasking.

minor

A descriptor or identifier assigned in a bibliographic record to represent one of the *less* significant aspects of the content of the document (form, methodology, etc.). A minor descriptor or identifier is *not* marked with an asterisk or distinguished typographically in the list of preferred indexing terms, as is a major descriptor or identifier representing a primary focus or subject of the document. Some indexing systems do not provide minor descriptors and identifiers.

mint

In the antiquarian book trade, a copy in the same immaculate, unaltered condition as when it was first published, new and virtually unused--the highest possible grade in any assessment of condition. Used books in mint condition command a higher price than copies showing signs of wear. Synonymous with *as new* and *pristine*. Compare with fine copy. ***See also***: bright copy.

minuscule

In medieval cursive handwriting, one of the small letters from which the modern lowercase letters of the roman alphabet evolved by way of the Carolingian script introduced by Alcuin of York in Europe in the late 8th century. ***See also***: majuscule.

minutes

Under parliamentary procedure, a written chronological account of the business conducted at a formal assembly, such as a library faculty or staff meeting, usually written from notes taken by an elected or appointed secretary, or other designated member, for distribution to all the other participants in advance of the next meeting for their correction and approval. The minutes of important meetings may be archived as a matter of record.

miracle play

A form of medieval religious drama performed on a movable wagon from a script giving an account of a divine miracle, usually one believed to have occurred in the life of a Christian saint or character from the Bible. Compare with morality play. ***See also***: mystery play.

mirror

An exact copy of a Web site, installed on a server other than the one maintained by the official host, usually to handle demand for the site's content in another country or region of the world. When the main server goes offline, the Web sites it normally hosts may still be available at one or more mirror sites.

MIS

See: **m**anagement **i**nformation **s**ystem.

misbound

A book in which a map or illustration, a number of leaves, or a complete section has been folded incorrectly, gathered in incorrect sequence, bound in upside down, or omitted. The publisher will normally send a replacement if such a copy is returned by a bookseller or retail customer.

miscellany

A collection consisting of an assortment of writings on diverse subjects. The term also appears in the titles of books containing literary works of various forms, usually related to a specific subject (***A Miscellany of Women's Wisdom***), person (***A James Joyce Miscellany***), place (***A Handful of Spice: A Miscellany of Maine Literature and History***), etc. Compare with anthology.

misprint

See: typographical error.

misquote

To repeat incorrectly words that another person has spoken or written, inadvertently or by intention. A quotation made out of context may be misleading, but it is not necessarily a misquote. Quotations included in written works should be properly cited and double-checked for accuracy before publication.

missal

A liturgical work containing all the prayers used in celebrating the Catholic Mass during the period of a year. The earliest medieval examples were copied by hand on parchment or vellum and beautifully illuminated. In a more general sense, any book of prayers or daily devotions. ***See also***: Book of Hours.

missing

A code used in a library catalog to indicate the circulation status of an item not checked out, which cannot be found anywhere in the library. If a thorough search by library staff fails to locate the item within a reasonable time, a replacement copy may be ordered, provided demand persists and an edition of the work is still in print. Compare with lost.

missing copy

Parts of a book, such as the index or appendices, which may not be ready when a publisher sends the typescript and specifications to the printer. If additional copy is to follow, allowance must be made in estimating the cost of printing.

mission

The basic purpose or role of an organization, expressed succinctly in abstract terms. A clearly written mission statement is the basis for formulating achievable goals and objectives in strategic planning, and serves as a constant reminder of the organization's primary reason for existing.

missionary book

Publisher's slang for the first book published on a subject. To catalog such a work, a

new class number and subject heading may be required.

missive

A formal or official message, especially a detailed and lengthy one, such as a letter sent by a superior authority conveying a mandate, recommendation, permission, or invitation to a specific individual or group of persons concerning an action (or actions) to be undertaken. Also refers to a legal document in the form of a letter, exchanged by parties to a contractual agreement.

miter

In hand bookbinding, to bring materials together at an angle (usually 45 degrees) along a straight line without overlap, as in folding the leather or cloth covering material over the edges of the boards at the corners toward the inside, and pasting it down before the endpapers are applied. Also refers to the joint formed by fitting together two pieces beveled at an angle along a straight line. Also spelled *mitre*.

mixed notation

A classification notation in which two or more kinds of symbols are used, for example, the letters of the English alphabet used to indicate the main classes and first-level subdivisions in Library of Congress classification and the arabic numerals used for further subdivisions (*example*: **ND2893.A78 2000**). Compare with pure notation.

mixed responsibility

In *AACR2*, a collaboration in which two or more persons or corporate bodies contribute to the content of a work, each performing a different function, for example, the author responsible for writing the text of a children's picture book and the artist who creates the illustrations. Compare with shared responsibility.

MLA

See: **M**edical **L**ibrary **A**ssociation and **M**usic **L**ibrary **A**ssociation.

MLA style

A format for typing research papers and citing sources in the humanities, developed by the Modern Language Association of America and published in the ***MLA Handbook for Writers of Research Papers***, available in the reference section of most academic libraries. ***See also***: APA style and electronic style.

MLC

See: **m**inimal **l**evel **c**ataloging.

M.L.I.S.

In the United States, the post-baccalaureate degree of Master of Library and Information Science, granted by a library school upon completion of a required course of study. To be considered for a professional position in most public and academic libraries in the United States, a candidate must have earned either an M.L.I.S. or M.L.S. degree. ***See also***: accredited library school and approved library school.

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mnemonic

From the Greek *mnemon* meaning "mindful." A code in which the abbreviation(s), symbol(s), or formula(s) are easy to remember (*example*: DEL for "delete" and REF for "reference"). Also, a word or rhyme composed by a person to be used as a mental aid in recalling something. ***See also***: mnemonic notation.

mnemonic notation

A classification notation in which the characters representing the classes are directly linked to the name of the class, making it easier for the user to learn and recall the way the classification system is organized. Most notations used in library cataloging and indexing are *not* mnemonic.

mobile library

See: bookmobile.

mock-up

A rough but accurate physical representation in wood, cardboard, papier-mache, plastic, canvas, etc., of a device, apparatus, structure, or process, usually on the same scale, with movable parts that can be manipulated or modified for the purpose of analysis, testing, demonstration, or instruction. Compare with model and reproduction.

model

An accurate three-dimensional representation, usually on a smaller scale, of the physical appearance of a real object of any size, particularly useful in depicting very large objects (*e.g.*, the solar system). Compare with mock-up and realia.

modem

A contraction of ***mo****dulator*-***dem****odulator*, originally a peripheral device capable of converting digital pulses into analog frequencies for transmission over telecommunication lines, and data received in analog frequencies into digital pulses for display on, or processing by, a digital computer. A modem also dials the telephone line, answers calls, and controls transmission speed. Modem speed is measured in baud. Although external modems are still available, most new microcomputers come equipped with a built-in modem. ***See also***: dial-up access and WebTV.

module

One of several parts of an online tutorial designed in separate units, to be completed in a certain sequence. Each unit is sufficiently self-contained that advanced students may skip it if they are already familiar with its content, or complete it out of sequence, although continuity may be lost in doing so. Some tutorials include a

self-quiz at the end of each module.

Also, a library furnishing designed to be used alone or in combination with other units to create a customized workspace, for example, worktables of various shapes that can be pushed together to form different configurations, depending on the needs of a particular work group. Modern furnishings for office spaces and computer workstations are often *modular* in design.

MOLA

See: **M**ajor **O**rchestra **L**ibrarians' **A**ssociation.

mold

A group of microscopic lower plants whose reproductive spores are abundant in most environments, but require certain conditions of temperature and humidity to germinate and grow. In libraries and archives, the best way to keep molds from infecting materials is to provide good air circulation and keep the relative humidity below 70-80%. Once established, molds can be eliminated by using a fungicide or by fumigation. Also spelled *mould*.

monaural

Sound reproduced from a single channel by an audio playback device with one amplifier or speaker. The result is less realistic than stereophonic or quadraphonic sound recording. Synonymous with *monophonic*.

monetary value

See: archival value.

monitor

An output device consisting of an electronic display screen which, when attached to a computer, enables the user to view text and/or images. Computer monitors vary in size, shape, and resolution. A *recessed monitor* is mounted below the surface of a desk or table, usually beneath a glass panel at an angle to allow the user's line of sight to remain unobstructed in a classroom equipped with a wall screen and LCD projector. Laptop computers have a flat panel monitor that folds down to cover the keyboard. A *television monitor* is an analog device designed to display signals from a television receiver, or signals prerecorded on videocassette for playback using a VCR. ***See also***: LCD and pixel.

Also, to check on a person or process periodically to make sure work is progressing smoothly.

monochrome plate

An illustration printed separately from the text in a *single* color, usually listed by number with any other plates in the front matter of the book. Compare with duotone and color plate.

monograph

A relatively short book or treatise on a single subject, complete in one physical piece, usually written by a specialist in the field. Monographic treatment is detailed and

scholarly, but not extensive in scope. The importance of monographs in scholarly communication depends on the discipline. In the humanities, monographs remain the format of choice for serious scholars, but in the sciences and social sciences where currency is essential, journals are usually the preferred means of publication.

For the purpose of library cataloging, any nonserial publication, either complete in one volume or intended to be completed in a finite number of successive parts issued at regular or irregular intervals, consisting of a single work or collection of works. Monographs are sometimes published in monographic series and subseries. Compare with book.

monographic series
A series of monographs, usually issued under a collective title by a university press or scholarly society. Each volume in the series may contain more than one monograph, each with its own title in addition to the series title.

monoline
A typeface in which the strokes of which the characters are composed, whether straight or curvilinear, are all of the same thickness, including any serifs. Compare with block letter.

monologue
From the Greek *monologos* meaning "speaking alone." A play, skit, or recitation in which all the lines are spoken by a single actor, or a long sequence of lines within a play, spoken by one of the characters alone on the stage. In drama and narrative fiction, an *interior monologue* reveals a character's private thoughts and feelings. Compare with soliloquy. ***See also***: dialogue.

Also refers to the remarks of a person who continues to speak without interruption for an extended period of time despite cues from listeners that the conversation is being monopolized.

montage
A composite image made by juxtaposing two or more images, or parts of images (drawings, photographs, pictures, etc.), without separation lines, in a composition that gives new meaning to the whole but preserves the distinctiveness of the individual elements, a technique originally developed as an art form but now used extensively in advertising and graphic design. ***See also***: photomontage.

monthly
Issued once a month (twelve times per year) with the possible exception of one or two months, usually during the summer. Many magazines and some journals are published monthly (*example*: ***Monthly Labor Review***). Also refers to a serial issued once a month.

morality play
A form of drama popular during the Middle Ages and Renaissance in which the characters are engaged in an allegorical struggle over the condition of the human soul. Unlike mystery plays and miracle plays, which were presented on mobile wagons,

morality plays were usually performed on a stationary platform.

morgue

A library maintained by the publisher of a newspaper, usually consisting of back issues, reference materials, indexes and databases, clippings, notes, photographs, illustrations, and other resources needed by reporters and staff to research, write, and edit articles for publication. The term originally referred to the repository of biographical materials collected on persons of interest, for the purpose of writing obituaries. The first newspaper library in the United States was established at the office of the *Boston Pilot* in 1831.

morocco

A fine pebble-grained leather made from goatskin tanned with sumac, believed to have been introduced to Europe by the Moors. One of the most durable leathers used in bookbinding, it is strong yet flexible. Older books bound in morocco are often rare and valuable. Compare with calf and pigskin. ***See also***: levant.

motif

A term borrowed from art and music (*leitmotif*) to refer to a textual element that symbolically represents a specific theme in a literary work by virtue of repetition, usually presented in the opening verse, chapter, or paragraphs and subsequently elaborated.

motion picture

A length of film from which an unbroken sequence of still photographs can be projected at speeds of 16 to 24 frames per second, producing the illusion of continuous motion. Motion pictures made in color or black-and-white, with or without recorded sound, on film 8, 16, 35, or 70 mm wide. They include documentaries, feature films, and short films. Synonymous with *cinefilm*. Compare with cinema. ***See also***: film clip, film library, filmography, trailer, and International Federation of Film Archives.

mottled calf

Calfskin used in bookbinding, which has been dabbed or sprinkled with colored dye or tanning acid to give it a decorative spotty appearance.

mounted

An illustration or photograph tipped onto a blank page in a book or album. Also, a fragile or damaged leaf, illustration, map, etc., strengthened with backing made of paper, card, or thin cloth.

Also refers to an artifact or specimen placed on a pedestal or inside a case, or a print, photographic image, or document protected by framing, usually against a backing material. Loose specimens and unframed prints and pictures are *unmounted*. ***See also***: mat.

mouse

A small handheld input device which, when rolled across a hard, flat surface, allows the user to direct the motion of a cursor or pointer on a computer screen, and initiate

an operation or select an option displayed in a graphical user interface by pressing down on one of its buttons. Because the button makes a clicking sound when pressed, such programs are called *point-and-click* applications. In graphics programs, the mouse can be used like a pen, pencil, or paintbrush. Most mouse operations can be executed more slowly using the keyboard. Basic models are designed to be used by a right- or left-handed person. Contoured models are available for either the right or left hand. In laptops, the mouse is usually built-in.

mouse type

Very tiny, barely readable type used for the fine print in sales contracts, coupons, contest entry forms, etc., to notify the reader of legal restrictions, expiration dates, and other information that the seller is required to display but wishes to downplay.

movable type

Metal type cast as individual units, each bearing a single character, assembled by a typesetter into words, lines, and pages of text, then disassembled for reuse once a print job is completed. Although there is evidence that printing from wood blocks originated in China, probably during the 11th century, Johann Gutenberg is credited with the invention of modern movable type in Germany in the mid-15th century. ***See also***: printing press.

moving

The transfer of all or a portion of the contents of a library (collections, equipment, furnishings, and personnel) from one facility to another, temporarily or permanently. Most libraries hire a professional moving company with library experience to do the actual work, but advance planning is required for a move to be executed smoothly. Library literature is available on the moving process to assist planners in avoiding common pitfalls.

moving company

A professional mover hired to transfer the contents of a library from one location to another, usually selected in a competitive process in which the company is given the opportunity to inspect the sites before submitting a bid. Unless stated otherwise in the bid specifications, the contractor determines the methods used and provides both personnel and equipment. Professional movers with experience moving libraries work very methodically and quickly because, as the move slows or stops, their costs increase.

MPEG

Moving **P**icture **E**xperts **G**roup, a standard for compressing full-motion video in digital format. More efficient than JPEG (the standard for compressing still images), **MPEG** is used to transmit a wide range of audio-video formats including DVD motion pictures. MPEG-2 requires bandwidth of 4-15 MB per second and an MPEG board for playback in most computers. Pronounced "em-peg."

MRDF

See: **m**achine-**r**eadable **d**ata **f**ile.

mull

See: crash.

multicast

In telecommunication, to transmit data simultaneously to more than one individual or site connected to the same network, for example, to all who subscribe to an e-mail mailing list, as opposed to broadcasting messages to all who own the appropriate receiving equipment (radio and television).

multimedia

A combination of two or more digital media (text, graphics, audio, animation, video, etc.) used in a computer application, such as an online encyclopedia, computer game, or Web site (*example*: A 2 Z 4 Birders Online Guide). Multimedia applications are often interactive. Synonymous in this sense with *digital media*.

In a more general sense, any program, presentation, or computer application in which two or more communication media are used simultaneously or in close association, for example, slides with recorded sound. Still images accompanying text are considered illustration, rather than multimedia.

multimedia map

A map available electronically that includes audio, video, and/or animation, in addition to graphic images and text (*example*: the *WildWorld* Web site maintained by the National Geographic Society).

multipart volume

A work published in two or more physically separate parts that together constitute a single bibliographic volume. Reference works too large to be bound as a single volume are published in this manner (*example*: some volumes of ***Dictionary of Literary Biography***). Compare with multivolume work.

multiple access

More than one point of access to a file of data (*example*: a library catalog or bibliographic database searchable by author, title, subject, keywords, etc.), as opposed to a resource that has only one point of access (*example*: the headwords in a printed dictionary of the words of a language). Compare with multiple user access.

multiple user access

A file of data that can be used independently by more than one person at the same time, for example, a multi-volume print encyclopedia as opposed to a single-volume dictionary. Access to online catalogs, bibliographic databases, and full-text electronic resources by more than one simultaneous user may be governed by licensing agreement. Compare with multiple access.

multitasking

An operating system that permits more than one application program to remain open at the same time, allowing the user to perform multiple operations through shared use of the central processor (CPU), exchanging information between applications if necessary.

multivolume work

A work published in two or more numbered or unnumbered volumes under a single title (*example*: ***Oxford English Dictionary***), sometimes over an extended period (***Dictionary of American Regional English***). A multivolume work is cataloged as a single entity, with the volumes owned by the library listed in a holdings note. Compare with multipart volume and series.

museum library

A type of special library maintained by a museum or gallery, usually within its walls, but sometimes in a separate location, containing a collection books, periodicals, reproductions, and other materials related to its exhibits and fields of specialization. Access may be by appointment only. Borrowing privileges may be restricted to museum staff and members.

museum publisher

A museum or historical society that issues books, exhibit catalogs, and other publications under its own imprint or in cooperation with other publishers, for example, the Metropolitan Museum of Art in New York City. Museum publications are usually of fine quality, often issued in both hardcover and softcover editions to appeal to collectors and casual buyers. ***See also***: exhibit catalog.

musical presentation statement

An optional area of the bibliographic record representing a musical work, in which the physical form of the music is described (full score, miniature score, piano score, etc.) as it appears on the chief source of information. If such a statement is an integral part of another area of bibliographic description, and recorded as such, it is not repeated.

musical work

Three definitions are recognized in *AACR2*: 1) a musical composition created as a single unit intended by its composer to be performed as a whole; 2) a set of musical compositions with a collective title, not necessarily intended for performance as a whole; and 3) a group of musical compositions assigned a single opus number. In cataloging musical works, main entry is under the name of the composer, with added entries for arranger, librettist, major performer(s), etc.

music library

A library containing a collection of materials on music and musicians, including printed and manuscript music scores, music periodicals, recorded music (CDs, audiocassettes, phonograph records, etc.), books about music and musicians, program notes, discographies, and music reference materials.

Music collections in public libraries are selected and maintained for lifelong learning and leisure pursuits. Academic and conservatory libraries provide resources for music study and research, including original source materials (*example*: Columbia University Music and Arts Library). National libraries offer unique and often rare musical heritage collections (*example*: The Aaron Copland Collection at the Library of Congress). *Music librarian*s are organized in the Music Library Association.

Music Library Association (MLA)

Founded in 1931, **MLA** promotes the establishment, growth, and use of music libraries and collections of music, musical instruments, music literature, music recordings, and related materials in both print and nonprint format. An affiliate of the American Library Association, the organization also seeks to advance music librarianship, scholarship, and publishing. **MLA** publishes the monthly *Music Cataloging Bulletin*. Click here to connect to the **MLA** homepage.

music score

See: score.

mutilation

Damage, defacement, or destruction of library materials inflicted intentionally, rather than accidentally, including tearing covers and pages; cutting out illustrations or passages of text; marking or writing on margins or text; and removing labels, bookplates, protective covers, date due slips, etc., all actions that drain library resources. The motives for such acts range from an attitude of entitlement, to monetary concerns (libraries generally charge for photocopying), disapproval of the library's collection development decisions, to outright malice. ***See also***: biblioclast.

mystery

A popular novel, story, or drama about an unusual event or occurrence, such as a murder or disappearance, that remains so secret or unexplained as to excite popular curiosity and interest. The plot in mystery fiction often hinges on an attempt by a sleuth to uncover the truth. The Sherlock Holmes stories of Sir Arthur Conan Doyle are classic examples. Subgenres include detective fiction and suspense. Click here to connect to *The Mystery Reader*, a Web site devoted to mystery fiction. Compare with true crime story. ***See also***: gothic novel.

mystery play

A form of medieval religious drama, popular from the 14th to the 16th century, usually performed on a mobile wagon from a script based on a story from the Scriptures or a sequence of episodes from biblical history. In England, the performance of mystery plays was often financed by the local trade guilds in connection with important feast days, such as Corpus Christi. Compare with morality play. ***See also***: miracle play.

myth

From the classical Greek word *mythos* meaning "story." A narrative rooted in the traditions of a specific culture, capable of being understood and appreciated in its own right, but at the same time part of a system of stories (*mythology*) transmitted orally from one generation to the next to illustrate man's relationship to the cosmos. In traditional societies, myths often serve as the basis for social customs and observances.

Many of the archetypes of classical Greek mythology recur in the literature of Western culture and some have been appropriated by disciplines outside the arts and humanities (*example*: Oedipus complex in psychology). Some scholars have argued

that mythic thinking is integral to human consciousness and that myths are simply a manifestation of the way culture is created by the human mind. Dictionaries of mythology are available in the reference section of public and academic libraries. Compare with folktale and legend.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

N

NAGARA

See: **N**ational **A**ssociation of **G**overnment **A**rchives and **R**ecords **A**dministrators.

NAICS

See: **N**orth **A**merican **I**ndustry **C**lassification **S**ystem.

NAL

See: **N**ational **A**gricultural **L**ibrary.

name authority file

An authorized list giving the preferred form of entry for names (personal, corporate, and geographic) used as headings in a library catalog, and any cross-references from variant forms.

name index

A list of the personal names appearing of a work, arranged alphabetically by surname, with reference to the page number(s) on which each name can be found in the text. Not all books have a separate name index--personal names may be included in a general index or in the subject index. When present in a single-volume work, the name index is part of the back matter. In a a multi-volume work, it is usually found at the end of the last volume. Compare with author index.

nameplate

See: flag.

name-title added entry

In *AACR2*, an added entry in a library catalog that gives the name of a person (or corporate body) and the title of a work, to identify: 1) a work that is included in or the subject of the work being cataloged; 2) a larger work of which the work being cataloged is part; or 3) another work to which the work being cataloged is in some way related.

NAMTC

See: **N**ational **A**ssociation of **M**edia & **T**echnology **C**enters.

NAP

See: normal administrative practice.

NARA

See: National Archives and Records Administration.

narration

The telling of a story or account of events, in speech or writing, usually in the first or third person. Most documentary films and television programs include a scripted narration, with the name of the *narrator* given in the credits. Celebrity narrators may be employed to enhance the appeal of a work.

narrative

A written or spoken work in the form of a story or account (real or imagined) told by one or more *narrators* as a continuous, episodic, or broken series of related events, usually in the first or third person. Narratives can be short, as in a brief anecdote, or as long as a full-length novel. A narrative poem is one that relates a story (ballad, epic, etc.). The *narrative structure* of a work is the sequence and voice in which the author unfolds events, for example, in a series of flashbacks.

narrow

The shape of a book in which the width of the cover is less than two-thirds its height, a format commonly used in the design of field guides and travel guides. Compare with square. ***See also***: portrait and oblong.

narrowcast

Selective use of communication media to target a highly specialized audience, in contrast to a mass media broadcast intended to reach as many listeners or viewers as possible.

narrower term (NT or N)

In a hierarchical classification system, a subject heading or descriptor representing a subclass of a class indicated by another term (*example*: "Music librarianship" under "Librarianship"). A subject heading or descriptor may have more than one narrower term (also "Comparative librarianship" under "Librarianship"). Compare with broader term (BT) and related term (RT). ***See also***: hyponym.

NASIG

See: North American Serials Interest Group.

NASLIN

See: North American Sport Library Network.

National Agricultural Library (NAL)

Established as a federal library in 1862 under legislation signed by President Lincoln, **NAL** is part of the Agricultural Research Service (ARS) of the U.S. Department of Agriculture (USDA). With a collection of over 3.3 million items, **NAL** is the primary source of agricultural information in the United States and the largest agricultural library in the world. Located in Beltsville, Maryland, **NAL** works closely with libraries at land-grant universities to improve access to, and utilization of, agricultural

information by researchers, policy-makers, educators, farmers, consumers of agricultural products, and the general public. Click here to connect to the **NAL** homepage.

national archives

The central archives of a nation, charged with collecting and preserving documents and records of historical significance to its citizens and government. The first national archives was established in France in 1790. In the United States, the National Archives and Records Administration (NARA) has statutory responsibility for the preservation of archival information of national importance. Compare with national library.

National Archives and Records Administration (NARA)

The national archives of the United States, a federal agency established by Congress in 1934 to oversee the management of all federal records, including the public's right of access to documents and information not specifically exempted under the Freedom of Information Act. **NARA**'s 33 facilities house approximately 21.5 million cubic feet of original textual materials collected from the executive, legislative, and judicial branches. It also includes nonprint materials, such as motion pictures, sound and videorecordings, maps and charts, aerial photographs, architectural drawings, computer data sets, posters, etc. **NARA** is administered by an Archivist of the United States appointed by the President with the approval of Congress, and advised by a National Archives Council. Click here to connect to the **NARA** homepage. ***See also***: NAGARA.

National Association of Government Archives and Records Administrators (NAGARA)

Founded in 1984, **NAGARA** is a nationwide association of local, state, and federal archivists and records administrators, and individuals with an interest in improving the management of government records. Its members are local, state, and federal archival and records management agencies. **NAGARA** publishes the quarterly newsletter *NAGARA Clearinghouse*. Click here to connect to the **NAGARA** homepage. ***See also***: NARA.

National Association of Media & Technology Centers (NAMTC)

A nonprofit association devoted to assisting specialists responsible for managing media and technology centers, through networking, advocacy, and support activities intended to enhance equitable access to nonprint media, technology, and information services to educational communities. Membership in **NAMTC** is open to regional, K-12, and higher education media and technology centers, as well as commercial media vendors. Click here to connect to the **NAMTC** homepage.

national bibliography

An ongoing list of the books and other printed materials published or distributed in a specific country, especially works written about the country and its inhabitants, or in its national language, for example, the ***British National Bibliography*** which has provided, since 1950, a weekly list of new works published in Great Britain.

national biography

A publication containing biographical information about people of noteworthy accomplishments living in or associated with a particular country. Most national biographies are multi-volume reference works.

Example: ***American National Biography***, edited by John A. Garraty. New York: Oxford University Press, 1999.

Also refers to the branch of biography devoted to describing and analyzing the lives of important people living in or associated with a country.

National Book Award

An honor awarded since 1950 by the National Book Foundation, a consortium of book publishing groups, to enhance public awareness of exceptional books written by Americans. Awards are given in four categories: fiction, nonfiction, poetry, and children's literature. Decisions are made by an independent panel of five judges. The prize in each category is $10,000 and a crystal sculpture. Click here to see an annotated list of prize-winners past and present compliments of Powells Books. ***See also***: Pulitzer Prize.

National Commission on Libraries and Information Science (NCLIS)

An independent agency within the executive branch of the U.S. federal government, established in 1970 to advise the President and Congress on national library and information policy, conduct studies of library and information needs, assess the adequacy of current resources and services, promote research, develop plans for meeting the nation's information needs, and help coordinate library-related activities at the federal, state, and local levels. Click here to connect to the **NCLIS** homepage.

National Endowment for the Humanities (NEH)

An independent grant-making agency established in 1965 by the *National Foundation on the Arts and the Humanities Act*, **NEH** supports research, education, and public programs in the humanities, with attention to the diverse heritage, traditions, and history of the United States, and the relevance of the humanities to current conditions and events affecting American society. Each state has an Humanities Council that establishes its own guidelines and application deadlines. The state councils support a variety of projects, including library reading programs, lectures, conferences, seminars and institutes, media presentations, and museum and library traveling exhibitions. The national office is located in Washington D.C. Click here to connect to the **NEH** homepage.

National Federation of Abstracting and Information Services (NFAIS)

Founded in 1958 at the instigation of the Director of ***BIOSIS***, **NFAIS** has a membership of 55 leading nonprofit, commercial, government, and academic producers and distributors of online bibliographic databases and other digital information services for research and professional use, as well as organizations that provide access to electronic databases in a wide range of disciplines. **NFAIS** publishes the monthly *NFAIS Newsletter*. Click here to connect to the **NFAIS** homepage.

National Film Preservation Board (NFPB)

Established by the *National Film Preservation Act* of 1988, **NFPB** is an advisory board authorized to assist the Librarian of Congress in preserving archival materials related to 25 films selected each year for the National Film Registry as culturally, historically, and aesthetically significant. Click here to connect to the **NFPB** homepage. ***See also***: International Federation of Film Archives.

National Film Preservation Foundation (NFPF)

A nonprofit organization created by Congress to support nationwide efforts to preserve the film heritage of the United States and improve access to film for study, research, education, and exhibition, **NFPF** began in 1997 with the support of grants from the Academy of Motion Picture Arts and Sciences and the Film Foundation. In 2000, the organization began distributing federal matching grants to film archives to preserve endangered films and collections. Click here to connect to the **NFPF** homepage.

National Film Registry (NFR)

A list of up to 25 films selected each year by the Librarian of Congress, with the assistance of the National Film Preservation Board, for preservation in the archives of the Library of Congress. The films must be at least ten years old, but need not be feature-length or have been released to a theater audience to be eligible for selection. The *National Film Preservation Act* of 1988 authorizes the Board to consider the broadest possible range of films in its deliberations. Click here to connect to the **NFR** homepage which includes a list of Registry films for the current year.

National Genealogical Society (NGS)

Founded in 1903 with headquarters in Arlington, Virginia, **NGS** is a service organization devoted to collecting, preserving, and disseminating genealogical information, encouraging interest in genealogical research, fostering careful documentation of genealogical data, and promoting education and training in the field of genealogy. **NGS** publishes the *NGS Newsmagazine* and the journal *NGS Quarterly*. Click here to connect to the **NGS** homepage.

National Information Standards Organization (NISO)

A nonprofit association accredited by the American National Standards Institute (ANSI) to develop voluntary standards in library science, information science, publishing, and other information services, **NISO** is designated by ANSI to represent U.S. interests to the Technical Committee on Information and Documentation of the International Organization for Standardization (ISO). Click here to connect to the **NISO** homepage. ***See also***: Z39.50.

national library

A library designated and funded by a national government to serve the nation by maintaining a comprehensive collection of the published and unpublished literary output of the nation as a whole, including publications of the government itself. Most national libraries are also responsible for compiling a national bibliography, and some serve as the legal depository for works protected by copyright in their country. The national library of the United States is the Library of Congress, located in Washington

D.C. Three other libraries--the National Agricultural Library, the National Library of Education, and the National Library of Medicine--contain national collections in specific subject areas. Click here to connect to the *Yahoo!* list of national libraries of the world. Compare with national archives.

National Library of Canada/Bibliotheque nationale du Canada (NLC/BNC)
The national library of Canada, established by act of Parliament in 1953. Located in Ottawa, **NLC/BNC** is charged with acquiring, preserving, and promoting the published heritage of Canada for all Canadians. Its collections are focused primarily on Canadiana (works written by, about, or of interest to Canadians, published in Canada or abroad). Click here to connect to the **NLC/BNC** homepage.

National Library of Education (NLE)
The largest library in the world devoted solely to the collection, preservation, and effective use of research and other information in the field of education. Located in Washington D.C., **NLE** is funded by the U.S. federal government. It serves the U.S. Department of Education, Congress, and the Office of the President, as well as the general public, and is the center of a national network of libraries, archives, and other information providers in education. Click here to connect to the **NLE** homepage.

National Library of Medicine (NLM)
The largest medical library in the United States, administered by the National Institutes of Health (NIH). Located in Bethesda, Maryland, **NLM** provides public access to an online version of its *MEDLINE* bibliographic database at no charge under the title *PubMed*. Click here to connect to the **NLM** homepage.

National Library Service for the Blind and Physically Handicapped (NLS)
A national library program administered by the Library of Congress that produces and distributes Braille and recorded library materials at no charge to eligible borrowers through a national network of cooperating regional and local libraries. Established by Congress in 1931 to serve blind adults, **NLS** was expanded in 1952 to serve visually impaired children, in 1962 to provide music materials, and in 1966 to serve individuals with other physical impairments that prevent them from reading print of standard size. Click here to connect to the **NLS** homepage.

National Library Week
Sponsored for the first time in 1958 by the National Book Committee and the American Library Association, **National Library Week** is an officially recognized seven-day period in the spring of each year during which special attention is given to promoting libraries of all types in the United States. Most public libraries celebrate the event by displaying posters and exhibits, issuing press releases, and sponsoring book talks and other promotional activities. In the UK, a similar event known as National Libraries Week is celebrated in the fall of each year. Click here to connect to the ALA gateway to *Celebrating America's Libraries*.

National Storytelling Network (NSN)
Formed in 1998 when the National Storytelling Association split into the National Storytelling Network and Storytelling Foundation International, **NSN** is an

organization dedicated to improving the quality of storytelling wherever it can contribute to the quality of life. An affiliate of the American Library Association, **NSN** sponsors the annual National Storytelling Conference in cooperation with its local and regional members. **NSN** also publishes ***Storytelling Magazine*** and hosts the *StoryNet* Web site.

national survey
A government agency that specializes in mapping, surveying, and providing scientific information about the topography natural resources of a country. In the United States, the national surveys are the U.S. Geological Survey (USGS) and the National Geodetic Survey (NGS).

National Technical Information Service (NTIS)
Located on the outskirts of Washington D.C., **NTIS** is an agency within the Technology Administration of the U.S. Department of Commerce that is the largest centralized source of scientific, technical, engineering, and business information produced or sponsored by U.S. and international government agencies. Its collection of over 3 million items includes technical reports, statistics, business information, publications of the U.S. military, multimedia training programs, computer software, and electronic databases. Click here to connect to the **NTIS** homepage.

National Union Catalog (NUC)
A series of printed catalogs issued by the Library of Congress, that began in 1948 as an author list of printed cards and titles reported as held by other libraries in North America--a heroic pre-digital attempt to create a union catalog of national scope to facilitate resource sharing. With the development of machine-readable records, the **NUC**s have been largely superseded by the availability of holdings information in the large bibliographic databases maintained by utilities such as OCLC. ***See also***: National Union Catalog of Manuscript Collections.

National Union Catalog of Manuscript Collections (NUCMC)
A cooperative cataloging program sponsored by the Library of Congress since 1959, **NUCMC** provides cataloging of archival and manuscript materials at no charge to repositories in the United States which meet its eligibility guidelines. MARC records are created by **NUCMC** catalogers in the *RLIN* national-level database, based on cataloging data supplied by eligible repositories. Click here to connect to the **NUCMC** homepage.

natural language
A human language in which the structure and rules have evolved from usage, usually over an extended period time, as opposed to an artificial language based on rules prescribed prior to its development and use, as in a computer language. In search software designed to handle input expressed in natural language, the user may enter the query in the same form in which it would be spoken or written. Compare with controlled vocabulary.

navigation
Using the hypertext links, icons, and menu options displayed on a Web page to move

to other resources available on the Internet. When the user proceeds in a casual way, the activity is called surfing; when approached purposefully, it is a search. ***See also***: navigation bar and search history.

navigation bar

A series of options, usually in the form of clickable buttons, icons, or text links arranged in a row across the top or bottom of the screen or window, or along the right- or left-hand side, indicating the main categories under which the information contained in the subpages of a Web site is organized. In a well-designed site, the navigation bar is repeated on each subpage to enable the user to select from the list of main options without having to return to the initial page. Compare with toolbar.

NCLIS

See: **N**ational **C**ommission on **L**ibrary and **I**nformation **S**cience.

NDLTD

See: **e**lectronic **t**heses and **d**issertations.

NE

See: **n**ew **e**dition pending.

neatline

The line that marks the edges of a map, separating it from the margin (if there is a margin), usually a thin rule in black or dark-colored ink.

need to know

In information security systems, the underlying principle restricting access to sensitive or classified materials to persons who have an essential and justifiable need to be informed. Under conditions of extreme secrecy, such a need may be substantiated by various levels of security clearance and the issuance of identification (badges, passwords, etc.).

negative

The image that results when negative photographic film is developed, producing tonal values (black and white) that are the reverse of the original subject and of any positive print of the same image. Negative color film not only reverses tonal values, but also the colors of the subject, making them appear as complementary colors (red as green, blue as yellow, etc.). ***See also***: master negative and print master.

NEH

See: **N**ational **E**ndowment for the **H**umanities.

Nemeth code

See: braille.

neologism

A new word coined from an existing term or terms (*example*: netiquette from "network" and "etiquette"), or a new meaning given to an existing word (*example*: "quark" from ***Finnegan's Wake*** used in physics as the name of a subatomic particle).

Acronyms are neologisms. Also refers to the use of this form of new word or meaning.

NEP
: ***See***: **n**ew **e**dition **p**ending.

nesting
: In Boolean searching, the use of parentheses to embed a logical operation within another logical operation, as a means of indicating the sequence (syntax) in which the logical commands are to be executed by the computer. In the following example, the Boolean "or" command will be executed first, followed by "not" and then "and."

> *Search statement*: **children and violence and ((television or media) not cartoon*)**

net
: Terms of sale in which a publisher specifies that a book must be offered at *no* retail discount or reduction in price. Synonymous with *net published price*. Compare with non-net. Also used as a shortened form of "Internet," usually capitalized (Net).

net borrower
: A library that borrows more items via interlibrary loan than it lends to other libraries over a designated period of time. The opposite of net lender.

netcast
: ***See***: Webcast.

netiquette
: A neologism formed by shortening the phrase ***net****work* *et****iquette***. The rules of civility and good manners that apply to communication via the Internet, an environment in which the visual cues available in face-to-face communication and the auditory cues perceptible in voice communication are lacking. Click here to connect to Virginia Shea's ***Netiquette Home Page***. ***See also***: e-mail, flame, shouting, and smiley.

net lender
: A library that lends more items via interlibrary loan than it borrows from other libraries during a designated period of time. Net lenders are more likely than net borrowers to charge a fee for interlibrary loan service. In the OCLC ILL system, each time the status of an item requested is updated to "shipped," a small credit is given per transaction to the lender, providing some compensation to libraries that are net lenders.

net price
: A bookseller's cost for a book or other publication, usually the publisher's list price or suggested price, less any discount. The cost of shipping is usually added to the net price.

Netscape Navigator
: A popular software program designed to facilitate browsing for information available

at sites on the World Wide Web. ***Netscape Navigator*** allows the user to bookmark Web sites for future reference, print and download search results, and includes many other user-friendly features. Its primary competitor in the Web browser market is ***Internet Explorer*** from Microsoft. Click here to connect to the homepage of Netscape Communications Corp.

netspeak

The argot of Internet enthusiasts. Click here to connect to the *Yahoo!* list of links to Internet glossaries.

network

A group of physically discrete computers interconnected to allow resources to be shared and data exchanged, usually by means of telecommunication links and client/server architecture. Most networks are administered by an operations center that provides assistance to users. The largest "network of networks" in the world is the Internet, allowing users of computers of all types and sizes to communicate in real time. ***See also***: CD-ROM network, extranet, intranet, LAN, and WAN.

Also, two or more organizations engaged in the exchange of information through common communication channels, usually for the purpose of accomplishing shared objectives. When the organizations are libraries, the arrangement is a *library network* (*example*: National Network of Libraries of Medicine). Compare with consortium.

In communications media, a chain of television or radio broadcasting stations that share a significant portion of their programming, either because they are owned by the producer of the programming (the network) or are independent affiliates compensated by the network for broadcasting its programs. At one time, the major television networks (ABC, CBS, and NBC) had a virtual monopoly of television programming in the United States, but they have lost market share to the cable networks. Click here connect to the *Yahoo!* list of links to television network Web sites.

networking

The art of developing contacts within a profession and using them to advance one's work and career. Librarians do this by meeting colleagues at library conferences, participating in colloquia and round tables, volunteering to serve on committees, running for elective office, etc.

new adult reader

A person of mature years who has recently learned to read, usually by enrolling in an adult literacy program. Public libraries try to meet the needs of new adult readers by selecting materials appropriate to their reading level, and by developing services to acquaint them with available information resources.

new age book

A generic term used in publishing to refer to contemporary titles written on subjects outside mainstream American culture, such as holistic health and alternative medicine, nontraditional exercise and fitness techniques, natural foods and alternative

diets, self-help psychology, astrology and numerology, and non-Western spiritual practices (yoga, meditation, tai chi, etc). New age books are selected mainly by public libraries.

Newberry Library

Located in Chicago, the **Newberry Library** is a privately funded independent research library devoted primarily to the humanities. Free and open to the public, it contains an extensive noncirculating collection of rare books, maps, manuscripts, and other materials related to the civilizations of Western Europe and the Americas. The Library was established in the late 19th century at the bequest of the wealthy Chicago businessman and philanthropist Walter Loomis Newberry. Click here to connect to the homepage of the **Newberry Library**.

Newbery, John (1713-1767)

The English writer, publisher, printer, and bookseller who first recognized the potential commercial market for books written specifically for children. **Newbery** began publishing works for children in 1744 with *A Little Pretty Pocket-Book*, containing rhyming fables and rules of conduct, followed by the didactic favorites *The History of Little Goody Two-Shoes* (1765) which may have been written by his friend Oliver Goldsmith. Illustrated in color, the titles in his inexpensive *Juvenile Library* series were very popular in England. He also published the first children's encyclopedia, *The Circle of the Sciences* in seven volumes (1745-48), and the first children's periodical, *The Lilliputian Magazine* (1751). **Newbery**'s contribution to children's literature is commemorated in the Newbery Medal, awarded annually since 1922 to the most distinguished children's book by an American author published in the United States during the preceding year.

Newbery Medal

A literary award given annually since 1922 under the auspices of the American Library Association to the author of the most distinguished children's book published in the United States during the preceding year. Sponsored by the family of Frederic G. Melcher, the medal is named after John Newbery (1713-1767), the British publisher who first published books written specifically for children. Click here to see a list of Newbery Medal winners. Compare with Caldecott Medal. ***See also***: Carnegie Medal and CLA Book of the Year for Children.

newbie

A slang term for a person who is a newcomer to e-mail, electronic mailing lists, newsgroups, the World Wide Web, or the Internet in general, or to any computer application or system. ***See also***: novice.

new book

A new title issued for the first time, usually in hardcover, announced by the publisher in book trade journals and review publications and promoted through book signings, author interviews, etc. Recently published titles make up a publisher's frontlist. Some new books make the bestseller list. Compare with backlist. ***See also***: missionary book.

Also refers to a title recently added to a library collection. Public libraries often

display the dust jackets of new books on a bulletin board or kiosk, or shelve them in a special location for a few weeks, to allow patrons to browse them separately before they are integrated into the general collection.

new construction

A completely new library facility, designed from scratch and constructed from the ground up, as opposed to the renovation or expansion of an existing structure. New construction allows the architect to use state-of-the-art design concepts and the latest materials, furnishings, and equipment, within the constraints imposed by the project budget. The old facility is usually converted to some other purpose once the library has moved to its new location. New library construction is reported annually in *Library Journal* and the *Bowker Annual Library and Book Trade Almanac*.

new edition

See: revised edition.

new edition pending (NE or NEP)

A code used on a publisher's invoice to indicate that a new edition of the title ordered is in preparation, but has not yet been issued.

New Members Round Table (NMRT)

Established in 1931 as a round table of the American Library Association, **NMRT** assists persons who have been ALA members for under ten years to become active in the Association and in the library profession at the national, state, and local levels. In addition to providing a resume review service and a mentoring program, **NMRT** sponsors the electronic mailing list *NMRT-L*. Click here to connect to the **NMRT** homepage.

newsgroup

An Internet message board, usually devoted to a specific topic, to which a participant may post comments or queries, then view the replies of other participants, responses to the replies, and so on. A sequence of related postings is called a discussion thread. The most common types are ***Usenet*** and ***NetNews*** which use the Network News Transfer Protocol (NNTP). Unlike e-mail mailing lists, most newsgroups are unmoderated, so postings are not filtered on the basis of content, nor are they limited to a list of registered subscribers. The *CyberFiber Newsgroups Directory* or the *Google Groups* search engine can be used to locate newsgroups on a specific topic.

newsletter

A serial publication consisting of no more than a few pages, devoted to news, announcements, and current information of interest primarily to a specialized group of subscribers or members of an association or organization who receive it as part of their membership, for example, *The National Teaching & Learning Forum*, available in print and in an online edition. Newsletters are listed in the ***Oxbridge Directory of Newsletters***, a reference serial published by Oxbridge Communications. Most periodical indexes and bibliographic databases do not cover newsletter content. ***See also***: electronic newsletter.

news library

A type of special library maintained in the offices of a newspaper publisher, or other news agency, which includes in its collection newspaper and magazine clippings, photo files (sometimes with negatives), maps, pamphlet files, microforms, reference materialss, and online databases related to news and current events. Most are open to subscribers and librarians at the discretion of the *news librarian*, usually by appointment. News libraries are listed in ***The International Directory of News Libraries***, a serial published in cooperation with the News Division of the Special Libraries Association.

news magazine

A general interest magazine devoted to the publication of news and editorial comment, usually on a wide range of subjects, from politics to entertainment (*example*: ***U.S. News & World Report*** and ***Maclean's*** in Canada). Most news magazines are published weekly and sold at newsstands, in bookstores, and by subscription. Some are available in an online version (*example*: *Newsweek* or *Time*). ***See also***: newspaper.

newspaper

A serial publication, usually printed on newsprint and issued daily, on certain days of the week, or weekly, containing news, editorial comment, regular columns, letters to the editor, cartoons, advertising, and other items of current, often local, interest to a general readership. Some national newspapers are issued *twice* daily in early and late editions, or in different editions for different regions of the country.

According to Warren Chappell, writing in ***A Short History of the Printed Word*** (Boston: Nonpareil, 1970), the first modern newspaper of regular publication was *Avisa Relation oder Zeitung* published by Johan Carolus of Strasbourg beginning in 1609. Because they can be used to influence public opinion, newspapers are subject to censorship in some countries. In the United States, newspapers once fiercely independent are increasingly owned by mass media conglomerates. Under such conditions, editorial decisions may be influenced by commercial priorities.

In libraries, current issues of newspapers are normally available in print, but the back files are usually converted to microfilm or microfiche (or digitized) to conserve space. Most national and regional newspapers offer at least a portion of their content online (*example*: *New York Times*). Information on local, regional, and national newspapers can be found in the annual ***Gale Directory of Publications and Broadcast Media*** available in the reference section of most academic and large public libraries. Compare with news magazine. ***See also***: *Acta Diurna*, headline, masthead, newspaper index, and news library.

newspaper index

A list of the editorial content (news stories, articles, editorials, and columns) published in one or more newspapers, usually arranged alphabetically by subject (including names). Indexes to major U.S. dailies are available in print (*example*: ***New York Times Index***). Newspaper indexes are also available online (*examples*: ***DataTimes*** and ***Newspaper Abstracts*** in OCLC *FirstSearch*).

newspaper library
See: morgue.

newspaper rod
See: stick.

newspeak
A neologism coined by the journalist and writer George Orwell in his anti-utopian novel ***1984*** (published in 1949) to refer to the artificial language of government slogans, especially authoritarian propaganda. The term is also applied to euphemisms used by politicians, bureaucrats, and military personnel in public pronouncements to evade public scrutiny and deflect criticism of their actions (*incursion* instead of "invasion"), and by broadcasters to lull audiences into complacency.

newsprint
A grade of coarse, absorbent, unsized paper made primarily from groundwood pulp, used in printing newspapers and newsletters to keep costs down. Because it is bulky, yellows quickly, and becomes brittle with the passage of time, libraries convert newspaper back files to microfilm or microfiche, and provide reader-printer machines for enlarging and making hard copies.

newsreel
A short film, 10-20 minutes in length, providing brief documentary-style coverage of a series of news events or topics of general interest. Newsreels preceded the feature film in commercial movie theaters until the 1950s when television broadcast news replaced them. In the United States and Europe, the newsreel was an important propaganda tool during the first and second world wars. They are preserved in archival film collections.

news service
A method of pooling news-gathering resources, first developed in the mid-19th century when six highly competitive New York City newspaper publishers decided to cooperate to lower the expense of collecting and transmitting international news via telegraph to the United States. Most wire services operate through overseas bureaus to which news reporters submit their copy and photographs. Click here to read an online history of the **Associated Press (AP)** news service, and here to view the *Yahoo!* list of news services. Directory information for news services is available in *Literary Market Place*.

New York Public Library (NYPL)
The largest public library system in the United States, **NYPL** is composed of Research Libraries supported largely by private funds, and Branch Libraries serving the boroughs of Manhattan, the Bronx, and Staten Island operated mainly from public funds allocated by the city and state of New York. Click here to connect to the **NYPL** homepage.

New York Review of Books (NYRB)
Published since 1963 in 20 issues per year by NYREV, Inc., ***NYRB*** provides in-depth

commentary on literature, culture, politics, and science in the form of lengthy book reviews written for the educated reader by well-known authors and scholars. ***NYRB*** also includes announcements of new books published by trade and university presses. Click here to connect to the online version of ***NYRB***. ***See also***: *New York Times Book Review (NYTBR)* and *Times Literary Supplement (TLS)*.

New York Times Book Review (NYTBR)

One of the most influential review publications in the United States, ***NYTBR*** is published weekly as part of the Sunday edition of the *New York Times*. It is also available by subscription as a separate section. Reviews are long and scholarly, written for the educated reader by well-known writers and scholars. Some publishers consider it the most important medium in the country for advertising new trade books. Click here to connect to ***NYTBR*** online. ***See also***: *New York Review of Books (NYRB)* and *Times Literary Supplement (TLS)*.

NFAIS

See: **N**ational **F**ederation of **A**bstracting and **I**nformation **S**ervices.

NFPB

See: **N**ational **F**ilm **P**reservation **B**oard.

NFPF

See: **N**ational **F**ilm **P**reservation **F**oundation.

NFR

See: **N**ational **F**ilm **R**egistry.

NGS

See: **N**ational **G**enealogical **S**ociety.

niche publishing

The activities of small presses and divisions within large publishing companies that limit their scope to a relatively narrow subject area (*example*: auto repair manuals or travel guides) or type of literature (*example*: genre fiction), producing publications intended to meet the needs of a specific market segment. Some niches are broader than others.

nickname

A familiar name of a person, usually a diminutive form of the full given name (*example*: "Bill" for William). Also, a popular name sometimes given in derision or to highlight a special attribute of the person ("Wild Bill"). Corporate entities can have nicknames ("Big Apple" for New York City). Information on nicknames can be found in the latest edition of the ***Pseudonyms and Nicknames Dictionary*** published by the Gale Group. Compare with conventional name.

nihil obstat

A Latin phrase meaning "nothing hinders" appearing on the verso of the title page of works that have been examined by officials of the Roman Catholic Church and found to contain no offense that merits censorship, still used in books that present official

Catholic doctrine (*example*: ***New Catholic Encyclopedia***). ***See also***: *imprimatur* and *Index Librorum Prohibitorum*.

nipping

In bookbinding, the step in which the text block and case (or covers) are pressed firmly together to expel air from between the leaves, giving the volume its desired shape. When done after sewing to reduce swell before the covers are applied, the process is called *smashing*.

NISO

See: **N**ational **I**nformation **S**tandards **O**rganization.

nitrate film

A flexible base made of cellulose nitrate, produced by Eastman Kodak from about 1890 until 1950 for use in film negatives and motion picture film. Because it is chemically unstable and highly flammable, organizations such as the National Film Preservation Foundation provide grant assistance to film archives to facilitate the copying of moving image collections from nitrate film to a more permanent base, such as acetate or polyester.

NLE

See: **N**ational **L**ibrary of **E**ducation.

NLM

See: **N**ational **L**ibrary of **M**edicine.

NLS

See: **N**ational **L**ibrary **S**ervice for the Blind and Physically Handicapped.

NMRT

See: **N**ew **M**embers **R**ound **T**able.

NNTP

See: newsgroup.

Nobel Prize in Literature

A literary award established and funded in 1900 by Alfred B. Nobel, who made his fortune from the invention of dynamite. The **Nobel Prize in Literature** is given annually by the Swedish Academy in Stockholm to "the person who shall have produced in the field of literature the most distinguished work of an idealistic tendency." Click here to see a list of past prize winners. ***See also***: National Book Award and Pulitzer prize.

no date

A phrase abbreviated *n.d.*, used in a bibliographic record to indicate that the publication date is unknown. If no publication date appears on a book or other item, but the correct date is ascertainable from other sources, it is indicated in the edition area of the record, is a bracketed interpolation (*example*: **[1956]**).

node

From the Latin *nodus* meaning "knot" or "knob." In botany, the point on the stem of a plant from which a leaf or twig grows. In communications, a junction point in a network, such as a personal computer connected to a LAN or a terminal connected to a mainframe. Each node has its own unique network address and the capacity to send, receive, and store messages. In an indexing language, the point in a tree structure at which two or more lines meet.

nom de plume

See: pseudonym.

nomenclature

See: terminology.

nonbook

A collective term for library materials not bound in codex form like a book, including but not limited to maps and other cartographic materials (except atlases), prints, photographs, slides, filmstrips, motion pictures, videorecordings, sound recordings, kits, models, realia, etc. Compare with nonprint.

noncirculating

Materials which may not be charged to a borrower account except by special arrangement, but are usually available for library use only, including reference books, periodical indexes, and sometimes the periodicals themselves. Whether materials in special collections are designated circulating or noncirculating depends on the policy of the individual library or library system, but their use is nearly always restricted to library premises.

noncurrent

Recurring information, materials, or records that are no longer up-to-date, for example, corporate annual reports from previous years or earlier editions of a reference serial, often retained in libraries and archives for their archival value. Noncurrent holdings of print periodicals, called back files, are often converted to microfilm or microfiche to conserve space. The opposite of current. Compare with outdated.

nonfiction

Prose literary works describing events that actually occurred and characters or phenomena that actually exist or existed in the past. In a more general sense, any piece of prose writing in which the content is not imagined by the author. In libraries that use Library of Congress Classification or Dewey Decimal Classification, nonfiction is shelved by call number. Compare with fiction. ***See also***: documentary.

nongap break

An indication in a library catalog or union catalog record that a hiatus exists in the publication or in the numbering of a serial, despite the fact that no items issued are missing. This circumstance can arise when publication ceases and then starts up again under the same or a different title, sometimes with a change in numeration. Compare

with gap.

non-net

Copies of a work (usually a textbook) which a bookseller is permitted by the publisher to sell in bulk quantities to schools for educational use at a discretionary discount. Compare with net.

nonprint

Materials published in a format other than writing or print on paper, including microfiche and microfilm, slides, filmstrips, films, videorecordings, audiorecordings, and information in digital format such as machine-readable data files. Most nonprint library materials require special equipment for listening and/or viewing. Compare with nonbook.

nonrepeatable (NR)

A MARC field which may appear only once in the same bibliographic record, for example, the **250** field reserved for the edition statement and other information pertaining to edition. A nonrepeatable subfield may occur only once in a field. The opposite of repeatable (R).

nonresident's card

A borrower's card issued to a person who does not reside within the legal boundaries of the district or area served by the library or library system, usually in exchange for payment of a modest fee, renewable at regular intervals.

nonreturnable

See: returns.

nonsorting character

A character, such as the apostrophe, ignored in arrangement when it appears in a word, phrase, heading, or descriptor.

nonsupplier

A library or other participant in the OCLC Interlibrary Loan network that does *not* respond to requests from other libraries to borrow returnable materials. In the OCLC *WorldCat* database, the three-letter OCLC symbols of nonsuppliers appear in lowercase in the holdings display attached to the bibliographic record for an item, in contrast to the symbols suppliers which appear in uppercase.

nontrad

See: nontraditional student.

nontraditional student

A student who enrolls at an institution of higher education after several years of little or no contact with the system of formal education. *Nontrads* are usually older than *traditional students* who enter college out of high school and complete their undergraduate degree without a break. Because nontrads often lack the library skills of their younger classmates, they may require instruction and reference assistance at a more basic level, but once they gain self-confidence, they can be highly motivated.

Compare with adult learner.

NOP

See: **n**ot **o**ur **p**ublication.

normal administrative practice (NAP)

The concept in archives that records such as draft documents, duplicates, and multiple copies of publications may be routinely destroyed when no longer needed, provided no information of enduring value to the organization is lost in the process.

North American Industry Classification System (NAICS)

Adopted in 1997 by the Office of Management and Budget as the industry classification system used by statistical agencies of the U.S. federal government, **NAICS** (pronounced *nakes*) was developed by the Economic Classification Policy Committee of the OMB, in cooperation with Statistics Canada and the Instituto Nacional de Estadistica Geografia e Informatica (INEGI) of Mexico to replace the Standard Industrial Classification (SIC) used since the 1930s.

Based on a new concept that classifies businesses by the processes they use to produce goods and services, **NAICS** is designed to reflect expansion of the service and technology sectors, provide comparable statistics across the three countries covered by the North American Free Trade Agreement (NAFTA), and be compatible with the International Industrial Classification System (ISIC) developed by the United Nations. Click here connect to the **NAICS** homepage.

North American Serials Interest Group (NASIG)

Established in 1985, **NASIG** is an independent organization that facilitates the sharing of information and ideas among individuals involved with serial publications, including serials publishers, librarians, subscription agencies, producers and vendors of catalog software and periodical indexes/databases, representatives of bibliographic utilities, educators, and binders, mainly in the United States, Canada, and Mexico. **NASIG** sponsors an annual conference, hosts the electronic mailing list *NASIG-L* , and publishes the *NASIG Newsletter*. Click here to connect to the **NASIG** homepage.

North American Sport Library Network (NASLIN)

Founded in 1989, **NASLIN** is dedicated to facilitating communication and resource sharing among sports libraries, archives, and information services through conferences, educational programs, and other cooperative projects. Its members are librarians, archivists, and information specialists involved in the publication, acquisition, organization, retrieval, and dissemination of information related to all aspects of sports, physical education, and recreation. **NASLIN** publishes the semiannual newsletter *NASLINE*. Click here to connect to the **NASLIN** homepage.

north pointer

A standard graphic device in the form of a small cross or wheel with an arrow pointing north, printed on maps, charts, blueprints, plans, etc., usually in or near the legend to indicate compass orientation.

nos

An abbreviation of the phrase "not on shelf," used by library staff to refer to an item listed as available in the catalog, which cannot be located in correct call number sequence in the stacks. When this occurs, the patron may request that the staff conduct a search for the item. If it is not found, the circulation status is changed to "missing" in the item record and a replacement copy may be ordered or the bibliographic record removed from the catalog.

NOT

See: logical difference.

notation

The set of characters (usually numerals and/or letters of the alphabet) used to represent the classes and subdivisions of a classification system. In library cataloging, the class notation assigned to a bibliographic item represents its subject and is the first element of the call number, determining its position on the shelf relative to other items of similar classificiation. ***See also***: base of notation, expressive notation, faceted notation, mixed notation, mnemonic notation, and pure notation.

Also refers to the symbols used to write music, as in a music score, and to express mathematical concepts.

notched binding

In some adhesive bindings, shallow parallel grooves are cut into the binding edge perpendicular to the spine to enlarge the surface area exposed to the adhesive. Although *notching* strengthens the binding of a book, the additional adhesive has the disadvantage of restricting openability.

note

In writing and printing, a statement explaining a point in the text of a work, or giving the source of a quotation or idea that does not originate with the author. Notes are usually numbered consecutively and may be listed as footnotes at the bottom of the same page as the text to which they refer, or as endnotes at the conclusion of an article, chapter, or book. ***See also***: side note and shoulder note.

Also refers to a statement in the note area of a bibliographic record giving the contents of the work, its relationship to other works, and any physical characteristics not included elsewhere in the bibliographic description. If there is more than one note, each is given in a separate paragraph.

note area

The area following the physical description in a bibliographic record giving the contents of the work, its relationship to other works, and any physical characteristics not included in preceding areas of bibliographic description. Each note is given a separate paragraph in fields 5XX of the MARC record.

notebook

A loose-leaf or spiral binder with flexible or inflexible board or plastic covers, usually filled with blank leaves, ruled or unruled, for taking notes. Some notebooks also

include a pocket across the bottom inside the front and/or back cover for holding loose papers. Also used as a synonym for laptop.

notification slip

A printed form sent to the acquisitions department of a library by an approval plan vendor to announce a new book that meets the needs profile established by the library. Under most plans, rejection of the title by the library within a designated period of time will prevent shipment.

not our publication (NOP)

A term used on a publisher's invoice to indicate that the title ordered cannot be supplied because the library or bookseller apparently ordered it from the wrong publisher.

not returnable (NR)

A term used on a publisher's invoice to indicate that a book or other item cannot be returned once it has been received by the library or bookseller placing the order.

not yet published (NYP)

A term used on a publisher's invoice to indicate that the title ordered cannot be immediately supplied because it is in the process of being published and will be issued at some time in the future.

novel

From the Italian *novella*, meaning "a new little thing." In most European languages, the word for novel is *roman*, derived from the literary tradition of medieval romance. The origins of the modern novel can also be traced to the picaresque narratives of 16th-century Spain, of which Cervantes' ***Don Quixote*** is a well-known example.

As a literary form, the novel of incident began in 1719 with the publication of Daniel Defoe's ***Robinson Crusoe***, followed shortly by ***Moll Flanders***. The novel of character originated in 1740 with ***Pamela*** by Samuel Richardson. Since then, the form has evolved into many styles and genres (see Bildungsroman, epistolary novel, gothic novel, Kunstlerroman, psychological novel, roman a clef, and sentimental novel).

Strictly speaking, a novel is a fictional prose narrative involving people and events that exist in the imagination of the *novelist*. This is true even in historical fiction which is an imaginative attempt to reconstruct events known to have occurred in the past. There is no upper limit on the length of a novel, but a fictional narrative of *less* than 30,000-40,000 words is considered either a novelette or short story. Greater length gives the novelist a freer hand in developing character, plot, and setting. Most novels are divided into chapters, usually reflecting major divisions in the narrative. Long novels may be divided into "books" each containing two or more chapters. Compare with novella. ***See also***: archetypal novel.

novelette

A novel of 30,000-50,000 words (*example*: ***Billy Budd*** by Herman Melville). Synonymous with *short novel*. Compare with novella. ***See also***: short story.

novelization

A literary work converted into a novel from the form in which it was originally written (*example*: ***The Wave*** by Morton Rhue based on a teleplay by Johnny Dawkins based on a short story by Ron Jones). In *AACR2*, a novelization is cataloged under the name of the *novelist* with added entries for the author and title of the work on which it is based. ***See also***: dramatization.

novella

An Italian word meaning "short story" or "tale." A short prose narrative comparable in length to a novelette or long short story, which often relates a surprising fictional event (*example*: ***Old Man and the Sea*** by Ernest Hemingway). Novellas often have a moral and may be written in a satirical style (***Goodbye, Columbus*** by Philip Roth). Compare with novel.

novice

A person who uses an unfamiliar computer system for the first time, as opposed to an experienced user. In the design of Web sites and graphical user interfaces, libraries and computer software companies may conduct usability tests to judge the user-friendliness of the new system. In a more general sense, any patron for whom the procedures of a library are new and often confusing. Special consideration must be shown at the reference desk.

NR

See: **n**ot **r**eturnable.

NSN

See: **N**ational **S**torytelling **N**etwork.

NT (or N)

See: **n**arrower **t**erm.

NTIS

See: **N**ational **T**echnical **I**nformation **S**ervice.

NUC

See: **N**ational **U**nion **C**atalog.

NUCMC

See: **N**ational **U**nion **C**atalog of **M**anuscript **C**ollections.

number

A quantity that can be counted, represented by a word, numeral, or combination of numerals--*cardinal* numbers indicate how many (1, 2, 3, 14, 154), *ordinal* numbers indicate relative position in sequence (1st, 2nd, 3rd, 14th, 154th). In text, the numbers zero to nine are usually spelled out, but numbers greater than nine are given in numerals. Also, to assign a number to each item in a series, for reference and to indicate sequence. Abbreviated *no*.

Also refers to a single numbered or dated issue of a periodical or serial publication, to

one of the parts of a work issued in installments, or to a numbered fascicle. ***See also***: back issue, current issue, and number book.

number book

A form of book, common in the 18th and 19th centuries, published in numbered parts or installments, usually at regular intervals. ***See also***: serialized.

number building

In Dewey Decimal Classification, the cataloger must construct a class number when no existing class in the schedules precisely represents the subject of the work. This is done by adding to a base number, notation found in the table of standard subdivisions (or in one of the other tables), or from another part of the main schedules, according to established rules, for example, the addition of the decimal fraction **.5** to the base number **020** to create the class **020.5** for periodicals in the library and information sciences.

numbered copy

A copy of a book published in a consecutively numbered limited edition, bearing a copy number assigned by hand by the publisher and an indication of the total number of copies printed, usually in the colophon or in a certificate of issue on the verso of the leaf preceding title page. ***See also***: overs.

numeral

In writing and printing, a character or set of characters used to represent a number (*example*: the arabic numeral **9** or roman numeral **IX**). General rules for the use of numerals in library cataloging are given in *Appendix C* of *AACR2*.

numeric and/or alphabetic, chronological, or other designation

In library cataloging, the material specific details area of the bibliographic description in which the publication history of a serial is given, usually in the form of an open or closed entry, as distinct from the holdings note indicating the issues owned by a specific library or library system.

nursery rhyme

A short metrical verse or ditty originating in the oral tradition of a specific culture, taught to very young children to help them learn to speak or count. Some nursery rhymes are derived from adult sayings that had a double meaning in the cultural context in which they originated. Nursery rhymes are usually published in collections shelved in the juvenile section of a public library, or in the curriculum room of an academic library. ***See also***: limerick.

NYP

See: **n**ot **y**et **p**ublished.

NYPL

See: **N**ew **Y**ork **P**ublic **L**ibrary.

NYRB

See: ***N****ew* ***Y****ork* ***R****eview of* ***B****ooks*.

NYTBR

See: *New York Times Book Review*.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

O

OAI

See: Open Archives Initiative.

Oak Knoll

A company located in New Castle, Delaware that publishes, distributes, and sells books on bibliography, book collecting, book history, bookplates, the book trade, libraries, publishing, bookbinding, book design, book illustration, papermaking, typography, fine printing, forgery, and censorship. Its inventory includes over 12,500 antiquarian titles. Click here to learn more about **Oak Knoll Books & Oak Knoll Press**.

obiit

Latin for "died," usually abbreviated *ob.* before a date to indicate the year of a person's decease (***ob. 1922***).

obituary

A notice of a person's death, usually published in a newspaper or magazine, which may include a brief biographical sketch of the main events in the life of the deceased. The obituaries of well-known public figures may be researched and written long before the person's death, to be ready for printing on short notice. Obituaries are indexed under the last name of the deceased in ***Biography Index***, a reference serial available in most large libraries in the United States and via OCLC *FirstSearch*. Abbreviated *obit*.

object

In *AACR2*, an object is defined as a three-dimensional artifact, replica, or naturally occurring entity. In the British list of general material designations, the term also includes dioramas, games, microscope slides, models, and realia.

objective

A specific achievable outcome of actions taken to achieve a stated goal, usually expressed in measurable terms and subject to a time limit. Although an objective does not address the specific means by which the outcome is to be achieved, it should be based upon a realistic assessment of available resources. A good set of achievable objectives can serve as an inspiration and guide for an organization in planning for the future, allocating resources, evaluating progress, adjusting strategy, and persevering until the desired result is achieved.

oblong

A book wider than it is high. Children's picture books are often oblong in shape to allow the illustrator a wider canvas. In a more general sense, any publication bound on its shorter dimension. Synonymous in the printing trade with *landscape*. Compare with portrait. ***See also***: narrow and square.

obscenity

Speech, writing, or artistic expression considered indecent by conventional standards of behavior because it offends the modesty and delicacy of feeling of ordinary people. Synonymous with *smut*. Compare with pornography. ***See also***: bowdlerize, censorship, expurgated, and unprintable.

OC

See: **o**rder **c**ancelled.

occasional

A document or publication issued on an irregular basis, sometimes numbered sequentially by the publisher (*example*: ***Occasional Publications in Archaeology and History*** of the Massachusetts Historical Commission).

OCLC

See: **O**nline **C**omputer **L**ibrary **C**enter, Inc.

OCLC control number

Whenever the bibliographic utility OCLC enters a new record into its online union catalog (*WorldCat*), a unique number is assigned to the record for the purpose of bibliographic control. The number appears in the leader of the MARC record and is system-supplied. Compare with LCCN. ***See also***: accession number.

OCLC ILL

See: OCLC Interlibrary Loan.

OCLC Interlibrary Loan (ILL)

The interlibrary loan service of OCLC, a network that facilitates the borrowing and lending of materials between libraries and other institutions that are OCLC members and participants in *WorldCat*, the largest online union catalog in the world. Click here to connect to the **OCLC ILL** homepage.

OCLC Online Union Catalog (OLUC)

The former name of *WorldCat*, an online union catalog containing over 46 million bibliographic records representing items held by over 6,700 libraries and other institutions that are members and participants in OCLC, the largest bibliographic utility in the world.

OCLC symbol

A unique three-letter code assigned by OCLC to identify a library or other institution that is a member or participant in its cataloging and interlibrary loan network (*example*: **DLC** for Library of Congress). Institutions with more than one library may

have a different symbol for each library.

OCLC symbols are used in bibliographic records to indicate cataloging source (MARC field 040) and in holdings displays in the OCLC *WorldCat* database to identify libraries that have used a record for cataloging purposes. Symbols of interlibrary loan suppliers are displayed in uppercase, those of nonsuppliers in lowercase. OCLC publishes two alphabetically arranged print directories under the title *OCLC Participating Institutions*, one arranged by OCLC symbol and the other by name of institution. The list is also available on the World Wide Web in searchable format, updated weekly (purl.org/oclc/pi).

OCR

See: **o**ptical **c**haracter **r**ecognition.

octavo (8vo)

A book approximately 6 x 9 inches in size, made by folding a full sheet of book paper in three right-angle folds, producing signatures of eight leaves (sixteen pages). If a 32-page section is desired, as in most children's picture books, double size sheets are folded four times. The precise size of each leaf in an octavo edition depends on the size of the original sheet. In modern printing, octavo is the most commonly used size for books published in hardcover. Compare with folio, quarto, duodecimo, and sextodecimo.

ode

A relatively long lyric poem of elaborate structure derived from songs performed by the *chorus* in ancient Greek dramatic performances, written to eulogize a hero (or heroes). In English literature, the object of praise may be a person or category of person (*example*: ***Ode to the Confederate Dead*** by Allen Tate), an abstraction (*example*: ***Ode to Beauty*** by Ralph Waldo Emerson), or an inner state expressed symbolically (*example*: ***Ode on a Grecian Urn*** by John Keats).

OED

See: ***O****xford* ***E****nglish* ***D****ictionary*.

off-duty

Time when an employee is 1) scheduled but not working (usually on a break or lunch hour), 2) not scheduled on a shift, or 3) not working if employed part-time. Off-duty public services librarians are sometimes recognized as staff when passing through a public area of the library and approached by patrons in need of assistance. The opposite of on-duty.

office of record

The unit within an organization, responsible for systematically documenting an activity and preserving the resulting records for the normal period for which they are needed to conduct business or affairs, for example, a personnel office in the case current employment records. Synonymous with *agency of record*.

official name

The legal name of a company, agency, organization, institution, etc., which may differ

from the form of name used in its publications, or in cataloging them for a library collection. Compare with corporate name.

official publication

A document issued in multiple copies by an official body, such as a government agency or intergovernmental organization, under its legal name, often retained by libraries for reference purposes (*example*: ***Budget of the United States Government*** issued annually by the Office of Management and Budget). U.S. federal government documents fall into this category.

official records

The formal written documents in which the ongoing activities of a company, government, organization, or institution are recorded, usually retained in archives for their evidential, legal, informational, or historical value, in accordance with instructions contained in a disposition schedule (*example*: ***Congressional Record***). ***See also***: office of record.

official title

The full title appearing on the title page of a book or other printed publication, used by librarians in cataloging the item. ***See also***: title proper and uniform title.

offline

An automated service not connected to a network, for example, a stand-alone PC running bibliographic databases on CD-ROM or an intranet not connected to the Internet. Also refers to computer accessories or devices not connected to or installed on the central processing unit (CPU), or physically connected but not turned on or standing ready for use, for example, a printer or scanner that is turned off.

Also used as a slang expression for a person who is uninformed about something of which those around him are aware. Synonymous in this sense with *out of the loop*.

offprint

A copy of an article, chapter, or portion of a publication reprinted from the same plates, usually at the same time as the original, but issued separately, with or without a cover, usually for the author's personal use. Contributors to scholarly journals often receive a limited number of copies of their articles from the publisher, sometimes as a form of compensation. An offprint may or may not include a title page, but retains the original pagination. The sale of offprints provides an important source of revenue for some journal publishers. Also spelled *off-print*. Synonymous with *overprint*, *run-on*, and *separate*. Compare with reprint.

offset

A rotary printing process in which ink is applied to a thin plate wrapped around a rotating cylinder, which transfers the image to a second rubber-coated cylinder from which an impression is made on a sheet or roll of printing paper. Offset is faster, less expensive, and capable of printing much finer detail than letterpress.

Also refers to faint traces of ink unintentionally transferred from a freshly printed text page or illustration to the facing page, usually when a publication is bound before the

ink has dried, a problem averted in some editions by inserting sheets of tissue between the leaves, a procedure called interleaving. Also refers to the image transferred. Synonymous with *setoff*.

off-site storage

Temporary or permanent storage of archival or library materials at a location outside the walls of the main facility, usually necessitated by a shortage of space. Stored materials may be temporarily unavailable or retrievable by courier upon request during certain hours. The most common criterion used in selecting items for off-site storage is low usage. Items may be shelved by a method that maximizes storage capacity, instead of in a classified arrangement. ***See also***: annex.

off the record

A statement or comment that the speaker does not wish recorded or made publicly known. At meetings, such remarks are not included in the minutes and may not be expressed if the proceedings are tape-recorded.

olla

A type of writing material made in southern India and Sri Lanka from young leaves, especially of the palmyra palm, soaked in water and pressed flat, then cut into strips approximately three inches wide and one to three feet in length. Holes are made in one end of each strip through which they can be attached by a cord to wooden boards to form a book. The mixture of charcoal and oil rubbed into writing incised on the surface with a metal stylus may have helped preserve the earliest pre-Christian examples. According to *Harrod's Librarians' Glossary* (Gower: 1990), this type of book is still made by Buddhist monks in Sri Lanka. The term also applies to documents of this form and material. Also spelled *ola*.

OLUC

See: *OCLC **On**l**ine** **U**nion **C**atalog*.

omnibus book

A large single-volume reprint of two or more separately published novels or other literary works, usually by the same author.

omnibus reference

A cross-reference directing the user from a single heading to multiple headings in an index, as in the following example from the *Library of Congress Subject Heading* list:

Example:

Bibliographical cooperation *see* Bibliography, International; Cataloging, Cooperative; International cooperation; Union catalogs

omnibus review

An evaluative article in which a reviewer discusses and in some cases compares two or more books or other publications of a certain type, on a specific subject, in a particular field of study, or which have some other characteristic in common.

on approval

An arrangement with a publisher or jobber that allows a prospective buyer, such as a library, to examine newly published items before deciding to purchase. Materials sent for inspection must be returned within a designated period of time if the recipient does not intend to purchase. ***See also***: approval plan.

on-demand publishing

The production of single copies or small quantities of printed publications in response to orders from customers, as opposed to supply from inventory. An example of such a service is *Dissertation Express* which provides single copies of Ph.D. dissertations on demand for a fixed fee.

on-duty

Time when an employee is expected to be at work, particularly the hours of a scheduled shift at a public service point, such as the circulation desk or reference desk. The opposite of off-duty.

one-act play

A form of modern drama in which all the action occurs in a single act (*example*: ***Aria da Capo*** by Edna St. Vincent Millay). Established as a literary form by the experimental theater movement that began in the late 19th century, the one-act play is usually short (20-50 minites performed), with a limited number of characters, no breaks in the action, and little if any change of scene, analogous to the short story in narrative fiction.

one-of-a-kind book

A book created in a single copy, as opposed to a production book issued in multiple copies. Art books created for display are usually of this type. Compare with limited edition.

one-on-one

Services provided by a librarian or other library staff member working alone with a single patron, usually involving a high degree of interaction, as in most transactions at the reference desk. Synonymous with *one-to-one*.

one-person library (OPL)

A library or information service operated and managed by a single individual, usually with minimal assistance, more common in special libraries than in other types of libraries. In public library systems, small branch libraries are sometimes run by a solo librarian or paraprofessional, often with the help of volunteers from the community. Bookmobiles are nearly always operated by a single person.

one-shot

A periodical for which only a single issue was published. Also refers to a reprint of the entire text of a book or of an abridgment, published in a single issue of a periodical, as distinct from a serialized reprint.

In perfect binding, the hot melt adhesive used to bind a book in a single application. Also, a slang term used by bibliographic instruction librarians to refer to formal

instruction given in a *single* session, as opposed to instruction extended over two or more sessions.

onionskin

A very thin, tough, light-weight, translucent paper with a smooth glazed or cockle finish, used for airmail stationery, tracing paper, etc. Also spelled *onion skin*.

onlay

One or more decorative panels or thin pieces of leather or paper, often of more than one color, mounted on the cover of a book in relief, usually tooled around the edges to secure them to the surface and for decorative effect. Compare with inlay.

online

A computer connected to the Internet, an intranet, or some other network, via telecommunication links, as opposed to a stand-alone system. Also refers to computer accessories or devices physically separate from, but directly connected to and under the control of, a central processing unit (CPU) and ready for interactive use in real time. Sometimes used synonymously in libraries with *automated*, *computerized*, and *electronic*. Compare with offline. ***See also***: online bookstore, online catalog, online services, and online tutorial.

ONLINE

A magazine providing feature articles, product reviews, case studies, and informed opinion to assist information professionals in selecting, using, and managing electronic information products, including online databases, CD-ROMs, and Internet resources, published bimonthly by Information Today, Inc. Click here to connect to the ***ONLINE*** homepage.

online bookstore

A commercial enterprise that electronically markets and sells books and nonprint media (videos, CDs, DVDs, CD-ROMs, etc.) mail order over the Internet. Some online booksellers have retail outlets (*example*: barnesandnoble.com), others do not (amazon.com). Click here to connect to a list of links to online bookstores, maintained by Peter Scott of the University of Saskatchewan Library.

online catalog

A library catalog consisting of a collection of bibliographic records in machine-readable format, maintained on a dedicated computer that provides uninterrupted interactive access via terminals or workstations in direct, continuous communication with the central computer. Most online catalogs are searchable by author, title, subject heading, and keywords. The software used in online catalogs is proprietary and not standardized. Synonymous with OPAC.

Online Computer Library Center (OCLC)

The largest bibliographic utility in the world, providing cataloging and acquisitions services, serials and circulation control, interlibrary loan support, and access to online databases. **OCLC** began as the Ohio College Library Center in 1967, changed its name in 1981 to reflect wider membership, and has since become a major source of

cooperative cataloging data for libraries around the world, **OCLC** maintains *WorldCat*, the largest online bibliographic database in the world, containing over 46 million MARC records. Click here to connect to the **OCLC** homepage.

online reference
: ***See***: electronic reference.

online services
: In libraries, the branch of public services concerned with selecting and providing access to electronic resources, such as online catalogs and bibliographic databases, including mediated searching, usually done by an *online services librarian*. Compare with systems librarian.

online tutorial
: An instructional tool in electronic format, usually available via the Internet, designed to teach library users, in a step-by-step and sometimes interactive process, how to use a specific resource (usually an online catalog or bibliographic database), or all the services and resources needed to research topics in a specific discipline or subject area. Particularly helpful to students enrolled in distance education courses who may be unable to come to the library for bibliographic instruction, online tutorials are often modular in design, with a self-quiz at the end of each unit to give users the opportunity to assess their mastery of the content (*example*: *TILT*, provided by the University of Texas System Digital Library). Compare with pathfinder.

Online Union catalog (OLUC)
: ***See***: *OCLC Online Union Catalog*.

on loan
: ***See***: checked out.

on order
: A term used in acquisitions to describe an item ordered from a publisher, jobber, or dealer, but not yet received by the library. After the item has been received and completely processed, the order record created by the library at the time the order was placed is eventually purged. In some online catalogs, the status of an item on order is indicated in a temporary catalog record. ***See also***: back order and canceled.

on reserve
: ***See***: reserves.

on sale or return
: Terms given by a publisher to a bookseller allowing the return for credit of copies that remain unsold. The bookseller's account is normally charged for the sale, but payment is not expected until the items have sold or a designated time limit has expired. ***See also***: overstock and remainders.

on-the-job
: Occurring in the course of one's employment, for example, *on-the-job training* as opposed to instruction that takes place outside the normal work routine.

ooze leather

Calf or split sheepskin given a soft velvet or suede finish on the flesh side, used mainly in binding volumes of poetry, belles lettres, etc.

OP

See: **o**ut of **p**rint.

OPAC

An acronym for **O**nline **P**ublic **A**ccess **C**atalog, a computer catalog of the books and other materials owned by a library. In most libraries, the largest concentration of **OPAC** terminals or workstations is located near the reference desk to make it easier for reference librarians to provide assistance. Synonymous with online catalog. Compare with WebPac.

opacity

The quality of nontransparency in printing papers, determined by amount of air space between the fibers, apparent from the extent to which light passes through a sheet. If too thin a paper is used in printing, text and/or illustrations may show through on the opposite side of the sheet or page. As a general rule, bright white papers are less *opaque* than off-white or creamy papers, and matte finish has greater opacity than glazed finish.

Also refers to the degree to which ink obscures the color of the surface on which it is printed.

op. cit.

Latin for *opere citato* meaning "in the work previously cited." An abbreviation used in notes and bibliographic citations that allows a quotation or idea from the work previously cited to be referenced simply by giving the new page number(s).

openability

A binder's term for the ease with which the binding on a book can be opened at any page. In hardcover bindings, a volume with a hollow back can be opened more easily than one with a tight back. In adhesive bindings, an Otabind binding opens flat more easily than a perfect binding. In perfect bindings, an unnotched binding is easier to open than a notched binding. Most mechanical bindings are designed to open flat.

Open Archives Initiative (OAI)

Supported by the Digital Library Federation, the Coalition for Networked Information, and a grant from the National Science Foundation (NSF), **OAI** develops and promotes interoperability standards to facilitate the exchange of information content in digital formats. The program had its origins in the desire to facilitate scholarly communication by improving access to digital archives. Click here to learn more about **OAI**. ***See also***: SPARC.

open back

See: hollow back.

open catalog

A library catalog in which there are no restrictions on the addition of new bibliographic records, and existing records are revised and corrected as the need arises. Compare with closed catalog and frozen catalog.

opened

Said of a book left uncut in binding, whose pages have to be slit by hand with a paper-knife, usually by the person who purchases the volume or receives it as a gift. Compare with unopened.

open-end index

An ongoing index covering a single publication (*example*: ***New York Times Index***), works of a particular form (***Biography Index***), or the published literature of a specific discipline (***Art Index***) or group of related disciplines (*MEDLINE*), updated continuously or at fixed intervals. Compare with closed-end index.

open entry

A bibliographic record, holdings note, or entry in an index or bibliography that allows further information concerning the item to be added, used in the library catalog to describe serials for which the library does not own all the issues or parts. Open entries are indicated by a hyphen and a space following the first volume number and/or year owned (*example*: **v.1- , 1936-**). Compare with closed entry.

opening

Any two facing pages in an open book or other printed publication. The right-hand page is called the recto; the left-hand page the verso. Compare with conjoint leaves. ***See also***: double spread.

Also refers to the procedures followed by library staff at the beginning of each working day to ready a library facility for use by its patrons, such as turning on lights and equipment, checking the paper supply in printers and photocopiers, checking the book drop for materials returned after the previous day's closing, deactivating the security system, unlocking the entrance door(s), etc.

open order

In acquisitions, an order for library materials that remains active because it could not be completely filled by the seller at the time it was received. ***See also***: back order.

open reserve

A reserve collection shelved in an open stack to afford library users unrestricted access. Compare with closed reserve.

open source

A computer program for which the source code is made available without charge by the owner or licenser, usually via the Internet, to encourage the rapid development of a more useful and bug-free product through open peer review. The practice also allows the product to be customized by its users to suit local needs (*example*: Linux operating system). To be certified "open source" under the Open Source Initiative (OSI), software must meet certain established criteria which include no restrictions on

access.

open stacks

Shelving in a library to which users have unrestricted access. Synonymous with *open access*. The opposite of closed stacks.

Open System Interconnection (OSI)

An ISO standard for network telecommunication developed during the 1980's to allow direct communication between computers of all types and sizes by defining a general framework for implementing communication protocols in seven layers. Although most network systems follow the **OSI** model, some have compressed two or three of the **OSI** layers into one. ***See also***: Z39.50.

operating budget

Funds allocated, usually on an annual or biennial basis, to cover the ongoing expenses incurred in running a library or library system, including the payment of wages and salaries, and the purchase of materials, equipment, supplies, and services. Compare with capital expenditure.

operating system (OS)

Software designed to control the basic operation of a computer and the exchange of data between the central processing unit and any peripheral equipment, mainly input and output devices. Loaded whenever the computer is started, the **OS** controls the running of all other programs, including any security systems designed to prevent unauthorized use. Commonly used PC operating systems include DOS, Windows, Macintosh, and UNIX.

operational

Said of equipment and/or systems that are running in good working order.

operations

A management term encompassing all the activities and details involved in running a library or library system on a day-to-day basis, as opposed to functions requiring a long-range view of the institution's direction and priorities, such as planning and budgeting, policy-making, fund-raising, and public relations.

OPL

See: **o**ne-**p**erson **l**ibrary.

OPP

See: **o**ut of **p**rint at **p**resent.

optical center

In printing, the point slightly above the mathematical center of a page which the human eye perceives as the center. In page layout, the typographer fools the eye by designing around the optical center, rather than the mathematical center. The same rule applies in Web page design for computer screens.

optical character recognition (OCR)

A process by which characters typed or printed on a page are electronically scanned, analyzed, and if found recognizable on the basis of appearance, converted into a digital character code capable of being processed by a computer. **OCR** eliminates the time-consuming process of re-keying information available in print, but results can be unpredictable if the scanned copy is imperfect or contains diacritical marks or unrecognizable characters.

optical disk

A high-density storage medium consisting of a specially coated disk on which data can be encoded in a pattern of tiny pits burned into the surface with a laser, read by a device that reflects a laser beam off the pitted surface, and decoded by a microprocessor into digital or analog signals. Includes compact discs, CD-ROMs, and DVDs. Synonymous with *laser disk*.

optical fiber

A thin, flexible cable containing a bundle of very fine, highly transparent, tubular glass fibers made of pure silicon dioxide, designed to transmit information encoded in pulses of laser light at very high speed (billions of bits per second) by means of internal reflection. Telephone companies are rapidly upgrading their transmission infrastructure from copper wire to fiber-optic cable. The advantages of optical fiber over coaxial and twisted-pair cable are high bandwiths, less attenuation of signal, and lighter weight, making it possible to transmit data in digital format at very high-speed from one computer to another over a network such as the Internet.

optical scanner

See: scanner.

optical spacing

In typesetting, the technique of adjusting the distance between the individual letters in a line of capitals to create the optical illusion of even spacing, which requires placing some letter combinations closer together than others.

option

The privilege of purchasing the rights in a book or manuscript from the copyright holder for a specific purpose (*example*: the right to adapt a novel or short story for performance on stage or screen), usually granted for a fixed period of time designated in a legally binding agreement, in exchange for some form of compensation. ***See also***: subsidiary rights.

In computing, a choice available to the user in the form of a menu item, button, or icon appearing in the toolbar or window of a graphical user interface, or as a text link embedded in a Web page.

optional (O)

A field or subfield of the MARC record in which data may be entered at the discretion of the cataloger, but is not required to meet OCLC input standards for a given cataloging level. Compare with mandatory and required if applicable or readily available.

opus

Latin for "a work." In the most general sense, any creative work or composition. In music, the term is usually followed by an opus number assigned by the composer or publisher to one of several works, or a collection of works related in form or medium, to indicate its place in the sequence in which they were composed or issued. Abbreviated *op.* Plural: *opera* or *opuses*. ***See also***: magnum opus and opuscule.

opuscule

A book or treatise of small size. Also refers to a musical work or literary composition of little significance. Compare in this sense with magnum opus. ***See also***: opus.

opus number

A number assigned by the composer or publisher to one of several musical works, or a set of works related in form or medium, to indicate its place in the sequence in which they were composed or issued, usually included in the title following the abbreviation *op.* (*example*: Beethoven's ***Concerto for Violin, op. 61, D major***). Special numbering exists for certain composers whose works were unnumbered when first published, for example, the universally accepted *Kochel numbers* devised by the 19th century Austrian botanist Ludwig von Kochel in his chronological thematic catalog of the works of Wolfgang Amadeus Mozart.

OR

See: logical sum.

oral history

A sound recording or transcription of an interview with a person whose memories and perceptions of historical events are considered worth preserving as an aural record for future research. Also refers to an historical work based on data collected orally, often preserved in archives and special collections (*example*: ***Hard Times: An Oral History of the Great Depression*** by Studs Terkel).

orchestral score

The full score of a musical work composed for orchestra, giving the parts for all the instruments.

order canceled (OC)

A term used on an invoice to indicate that the order for a book or other item has been canceled by the seller, usually because copies are no longer available. Compare with back order. ***See also***: out of print.

order of precedence

See: precedence order.

order record

In acquisitions, a record created and attached to the bibliographic record for an item at the time it is ordered, containing information needed to process the order (name of selector, budgetary fund, vendor, order date, estimated price, purchase order number, date received, special handling notes, date cataloged, and pertinent characteristics of

the item). After the item is received and processed, the order record is eventually purged. Compare with item record.

organizational culture

The prevailing values, expectations, and conventions within an organization or institution, often unspoken and persistent. Advancement may depend on sensitivity to such norms.

original

In literature, a work as written by the author or in the author's own words. In art, a finished work as completed by the artist and ready for reproduction. In science, a study that produces results never before reported, in some cases through the use of a new methodology or research design. In reprography, the source document from which the first copy is made or in some cases the first copy itself. In a more general sense, something new and fresh, not copied or based on a pre-existing model. Abbreviated *orig*.

original binding

A term used in the antiquarian book trade to indicate that a book retains the binding in which it was first issued, which may show definite signs of wear if the volume is an old one. ***See also***: rebinding.

original cataloging

Preparation of the bibliographic record for an item *without* the aid of a pre-existing catalog record for the same edition, more time-consuming for the cataloger than copy cataloging.

original order

The principle in archives that records should remain in the sequence in which they were maintained when in active use, unless the method of accumulation is determined upon inspection to have been so unsystematic as to render retrieval difficult, if not impossible. Existing relationships are preserved when documents remain as originally arranged, making it easier to prepare finding aids. Original order also has evidential value.

original parts

A descriptive term used in library cataloging to indicate that a copy of a work first issued in installments has survived in its original form without having been rebound.

orihon

A manuscript or printed document in the form of a continuous length of papyrus, vellum, or paper, folded backwards and forwards accordion-style between the columns of text to divide the work into pages which are usually fastened with a cord threaded through holes pierced in the back fold, with or without laced-on covers. Compare with zig-zag book.

ornament

See: printer's ornament.

orphan

In printing, an incomplete line of type, such as a heading or the first line of a paragraph, when it appears at the foot of a page or column of text. Skilled typographers consider such lines awkward and avoid setting them if possible, just as they avoid setting widows. Compare with club line.

In indexing, a descriptor or subject heading that has no relation, hierarchic or associative, to any other term in the indexing language (*example*: **Chank**, the Library of Congress subject heading for a type of seashell used in Indian folklore and religion). Orphans are rare in indexing. ***See also***: sibling.

orthography

Correct spelling of a written language, usually given in a standard dictionary. British spelling differs slightly from American spelling of certain words (*colour*/*color*, *grey*/*gray*, *theatre*/*theater*, etc.). Also refers to any style or method of spelling, and to the study of spelling and its conventions.

OS

See: **o**ut of **s**tock.

OSI

See: **O**pen **S**ystem **I**nterconnection.

Otabind

The trade name for a relatively new type of softcover adhesive binding that opens flat without any resistance and has the internal characteristics of a sewn through the fold hardcover binding. Two different cold emulsion polyvinyl acetate (PVA) adhesives are applied separately to the binding edge, providing maximum strength and flexibility when allowed to dry naturally. The cover is attached with hot-melt adhesive, not to the spine but to the sides of the text block, leaving a hollow back.

The hot-melt adhesives used in perfect binding have a clamping effect which hampers openability. They also have low cold-crack resistance which makes them unsuitable for use in countries that experience extreme winter temperatures. The impetus for the development of an enhanced softcover binding came from the Finnish publisher Otava. Otabind International was founded in 1986 by the Dutch binder Gerard Hexspoor in cooperation with Muller Martini, a Swiss manufacturer of binding equipment. The method was introduced in the United States and Canada in 1988 and is especially suitable for volumes that must open flat (instruction manuals, music books, textbooks, travel guides, cookbooks, etc.). Its durability is several times that of conventional perfect binding.

out

In printing, copy accidentally omitted in typesetting. When a bookseller or retail purchaser discovers a defect of this kind, the publisher will normally send a replacement copy at no charge. ***See also***: imperfections.

outdated

Information that is no longer current. Publications containing such information may be misleading, as in the case of a superseded edition of a manual of medical diagnosis or prescription drugs. Books are usually updated in supplements and revised editions.

outlay

A sum of money spent, especially in the initial phase of a project, on the expectation that the investment will eventually produce a tangible or intangible return, or some other desired result. Public relations expenditures usually fall into this category.

outline

A popular treatment of an extensive subject (*example*: ***The Outline of History*** by H. G. Wells). Also refers to a summary of the main aspects of a topic, or a systematic list of the most important points of a speech or written work.

Also refers to a line or thin edge drawn around a picture or image, as a form of decoration or to establish its visual limits. Compare with neatline. ***See also***: outline letter.

outline letter

A letter printed from a unit of type from which the inside of each stroke has been removed, leaving a black line around the edges enclosing white space in the interior. Synonymous with *open letter*. Compare with inline. ***See also***: shaded letter.

out of circulation

Not available to be checked out or used for reference, for example, library materials in the process of being mended, repaired, rebound, recataloged, etc. The opposite of *in circulation*. Compare with noncirculating.

out of print (OP)

A publication no longer obtainable through regular market channels because the publisher's inventory is exhausted and there is no prospect of another printing in the foreseeable future. OP books can sometimes be found in used bookstores. Search services, antiquarian booksellers, and book scouts specialize in tracking down out of print editions (*example*: Alibris). An out of print book may eventually be reissued (the review publication *Library Journal* includes a special "Classic Returns" section devoted to recent reprints). Books that have gone out of print since 1979 are indexed in ***Books Out-of-Print*** published by R. R. Bowker, which includes information on remainder dealers and on-demand publishers. Also abbreviated *o.p.* Compare with temporarily out of print and out of print at present. ***See also***: out of stock.

out of print at present (OPP)

A term used on a publisher's invoice to indicate that a publication cannot be supplied because current inventory is exhausted, but additional copies may be printed at some unspecified time in the future. Compare with out of print and temporarily out of print.

out of series

The unnumbered copies of a work printed in excess of a limited edition, usually bound as overs for use in promotion and for distribution as review copies.

out of stock (OS)

A term used on a publisher's invoice to indicate that a publication cannot be supplied at the time the order is received because it is not in inventory. Also abbreviated *o.s.* The opposite of in stock. Compare with out of print. ***See also***: temporarily out of stock.

output

The end result of processing by computer, as opposed to data entered into or transferred to a computer system for processing (input). Output may be sent to a peripheral device for storage or display. Also refers to the signal that emanates from a video or audio player, as opposed to the signal fed into it.

Also, the total amount of work produced by a person, team, organization, machine, etc., usually during a fixed period of time (hour, day, week, or month), for example, the number of items cataloged by a technical services department in a given amount of time.

outreach

Library programs and services designed to meet the information needs of users who are unserved or underserved, for example, those who are visually impaired, institutionalized, not fluent in the national language, illiterate, or marginalized in some other way. Large public libraries often have an *outreach librarian* responsible for providing such services. Compare with library extension.

outsourcing

The contracting of library services formerly performed in-house to an outside service provider, usually a for-profit enterprise. Part of a recent trend in the United States in the direction of privatizing government services, outsourcing has affected technical services to a greater extent than public services in libraries. Cost-effectiveness is the justification most often heard for this controversial management practice. One disadvantage is that in decisions requiring judgment, an outside contractor may lack familiarity with local conditions and practices.

Outsourcing has generated the *least* amount of controversy in conservation and preservation (particularly binding and reformatting), purchasing catalog records in machine-readable form, acquisitions plans (approval plans, blanket order plans, subscription agents, etc.), physical processing, retrospective conversion, and library automation systems. However, proposals to outsource cataloging and selection, and to privatize federal and public libraries have met greater resistance.

overdue

Refers to a circulating item checked out by a borrower and kept past its due date. Most circulation systems are designed to automatically generate an overdue notice requesting prompt return of the item. Most libraries charge fines for overdue materials. A borrower account may be blocked if fines accumulate beyond a maximum amount determined by the library. Accounts long overdue may be sent to a collection agency. Overdue charges can be avoided by renewing an item on or before its due date. ***See also***: grace period.

overdue notice

A printed or handwritten notice sent to a borrower's street address requesting the prompt return of items kept past their due date. The first notice may be followed by a second notice, then a final notice, depending on the policy of the individual library or library system. ***See also***: fines and renew.

overhang

In bookbinding, the portion of covering material that extends beyond the edges of the boards, before it is turned in and the endpapers pasted down.

overhead projector

A table-top platform device used in presentations and bibliographic instruction to project clear transparencies onto a wall screen or other light-colored surface. Document cameras are superseding overhead projectors in well-equipped library instruction classrooms and labs.

overhead transparency

See: transparency.

overlay

A sheet of transparent material bearing text and/or images, aligned in such a way that the appearance of any matter on which it is superimposed is altered, for example, the transparent sheets used to illustrate the various components of human anatomy (skeleton, internal organs, circulatory system, etc.) in some medical textbooks and encyclopedias. Compare with transparency.

overprint

To print over matter that has already been printed, sometimes in a space or box left blank for the purpose. Also refers to the printing of more copies of a work than are ordered or needed by the publisher. Unsold copies may be remaindered.

overrun

Sheets or copies of a publication printed in excess of the quantity ordered by the publisher to allow for normal spoilage in printing and binding, and for distribution as presentation and review copies. Synonymous with *overs*. The opposite of underrun. ***See also***: out of series.

overs

See: overrrun.

oversewing

A method of extra-strength binding in which the back folds are removed from the sections by milling and the resulting leaves sewn through the back margin in thin groups, one to another in succession, with the needle held perpendicular to the paper surface in hand sewing or positioned at an oblique angle in machine sewing. Oversewing is also used in some fold sewn bindings to reinforce the first and last sections. The swell added by oversewing may limit a volume's openability.

oversize

A book or other item too tall or too wide to be shelved with volumes of smaller size in normal call number sequence, for example, large art books and atlases. Libraries often shelve oversize materials in a separate location, indicated by a special code or location symbol displayed in the catalog record and on the spine label.

overstaffed

Having more than enough employees to accomplish the necessary work, a situation that is usually remedied by reassigning staff to other duties and responsibilities, or in extreme cases by laying off personnel. The opposite of understaffed.

overstock

Excess quantities of a book or other item held in stock, for which demand has dropped to a low level or ceased, usually the result of over-estimating the sales potential of the work or a returns policy that encourages booksellers to over-order to secure a more favorable discount. To avoid paying tax on inventory, the publisher may dispose of overstock by remaindering. Compare with out of stock. ***See also***: on sale or return.

Also refers to materials held in excess of what is needed to serve the information needs of a library's clientele.

over the transom

An unsolicited manuscript or book proposal received by a publisher without prior notification, usually directly from the author without the assistance of a literary agent. A very high proportion of such works receive rejection slips, but occasionally a work of exceptional quality is submitted in this manner, launching a successful writing career.

overtime

Time worked in excess of the maximum number of regular hours per day, week, or month specified under the terms of employment, for which an employee is normally compensated at a higher rate. Libraries pay their staff overtime only under very exceptional circumstances. Compare with flextime.

ownership mark

A mark in a book or other item indicating the name of the library that owns it, usually in the form of a label, embossment, perforation, or stamp (usually in permanent ink). An ownership mark is normally placed where it can be easily located, but usually not in a position of prominence or where it might cause confusion or disfigure the item. ***See also***: ex-library copy.

Oxford English Dictionary (OED)

The most complete collection of words and their definitions in the English language as spoken throughout the world, the ***Oxford English Dictionary*** is also the leading authority on word origins and the evolution of the English language over the past 1,000 years. Published in twenty volumes by Oxford University Press, the ***OED*** is currently in its second edition, with a third edition in preparation. It is available in print, on CD-ROM, and online, updated quarterly. Click here to learn more about the

OED.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

P

packaged book

A book produced wholly or in part by a freelancer or agency in the business of assembling books for publication. The extent of the *packager*'s role is determined by the agreement with the publisher, which may include writing, editing, designing, illustrating, printing, and even binding the final product. Portions of the production process may be subcontracted out to specialists. Compare with managed book.

packet switching

Network technology that breaks a message in digital format into tiny parcels of no more than 128 characters, each with the same destination address, then routes them separately as transmission circuits become available. When the packets reach their destination, they are checked to ensure that no data was lost in transmission, then reassembled in original sequence. Packet switching enables the transmission capability of a computer network to be used with maximum speed and efficiency, reducing costs and enhancing productivity.

packing slip

A printed list sent with a shipment of goods to confirm that the items included have been checked against the customer's order, not to be confused with an invoice.

padded envelope

A flexible wrapper made of heavy-duty kraft paper and lined with soft fiber or air bubbles to protect items in shipment. Used extensively in interlibrary loan, padded envelopes are available from library suppliers in various sizes and are reusable if opened carefully. Synonymous with *padded mailer*.

page

One side of a leaf in a manuscript, book, periodical, or other printed publication, numbered or unnumbered. The right-hand page in an opening is the recto, the left-hand page the verso. Abbreviated *p.* and *pp.* (plural). ***See also***: folio and jump page. Also, a shortened form of the term Web page.

Also refers to a library staff member responsible for delivering materials from closed stacks and assigned the routine task of general stack maintenance (reshelving, shelf reading, etc.). Also, to call a person by name over a public address system in a large facility, a practice avoided in libraries to minimize distraction.

page break

The point in a text at which one page ends and the next page begins, indicated in most

word processing software by a horizontal broken line across the screen. ***See also***: widow and orphan.

page head

See: headline.

page number

A number assigned in sequence to a page in a manuscript, book, pamphlet, periodical, etc., to facilitate reference. Page numbers are written or printed in the head or tail margin, usually centered or in the outer corner. Front matter is usually paginated in lowercase roman numerals, text and back matter in consecutive arabic numerals. Compare with foliation. ***See also***: blind page.

page preview

A feature of most word processing software that allows the format of a page of text to be viewed on the screen exactly as it will appear when printed. ***See also***: WYSIWYG.

page proof

In printing, an impression made from type that has been made-up into pages after the galley proofs have been inspected and any errors corrected, ready for final checking before the publication goes to press.

pagination

The practice of marking the pages of a written or printed document with consecutive numbers to indicate their sequence. Front matter is usually numbered in lowercase roman numerals, text and back matter in arabic numerals. Rare in manuscripts and documents printed prior to 1500 A.D., pagination did not become common practice until about 1550 when it replaced foliation. The recto traditionally bears an odd page number and the verso an even number. ***See also***: blind page, continuous pagination, duplicate paging, journal pagination, magazine pagination, repaginated, separately paginated, and unpaginated.

In library cataloging, the portion of the physical description area (MARC field 300) of the bibliographic record that indicates the number of pages and/or leaves in a bibliographic item.

paging system

See: public address system.

paleography

From the Greek *palaios* ("ancient") and *graphien* ("writing"). The study of early forms of handwriting, for example, inscriptions carved on ancient monuments and the various scripts used in classical and medieval manuscripts. Also refers to the study of the origins of the alphabets and letterforms used in writing the world's languages, including the Latin alphabet. British spelling is *palaeography*. ***See also***: Rosetta Stone.

palimpsest

A manuscript written on parchment or vellum on which earlier writings, only partially

or imperfectly erased, are still faintly visible. It was common practice, prior to the invention of paper, to reuse parchment and vellum because good quality writing material was comparatively expensive and often in short supply. A *double palimpsest* is one that has been erased twice. The study of palimpsests has enabled researchers to recover portions of texts, and in some cases entire works, otherwise lost to history.

palmtop

See: personal digital assistant (PDA).

pamphlet

A nonserial publication consisting of at least five but no more than 48 pages, stapled or sewn but not bound, usually enclosed in a paper cover. Pamphlets were first published in England to disseminate the polemical writings of 16th century reformers, but are now used mainly for material too ephemeral or too brief (500 to 10,000 words) to be printed in book form. Synonymous with *booklet*. Compare with brochure. ***See also***: pamphlet binding and pamphlet file.

pamphlet binding

A self-cover or paper publisher's binding in which the leaves of a periodical or pamphlet are wire-stitched or stapled, rather than sewn or glued.

pamphlet file

A cardboard, plastic, or metal box or frame designed for storing, in an upright position, items such as brochuress, reports, loose issues of periodicals, and other materials (unbound or bound in paper covers), usually with a blank space on the front for a label listing the contents.

panel

In binding, a square or rectangular compartment on the cover of a book, impressed below the surface or enclosed in a border or frame, often stamped with the title or displaying a picture or design. Also, a similar space on the spine of a book, usually between the raised bands of a hand-bound volume.

In printing, a "list of works by the same author" appearing in some books on the verso of the leaf immediately preceding the title page, which may include titles out of print or even issued by other publishers.

Also, one of a series of drawings in a cartoon created as a sequence of related images.

panel back

The spine of a hand-bound book on which the space between two or more of the bands has been enclosed in decorative tooling, blind or gilt.

panorama

A map in which the angle of view is oblique, rather than from a position directly above, creating a visible horizon, used to depict towns, cities, and popular recreational areas (mountain ranges, canyonlands, etc.). Important geographic features are sometimes labeled across the top or bottom margin. Panoramas have characteristics of both maps and pictures.

paper

A flat fibrous writing or printing surface made by breaking down vegetable fiber, such as wood or rag, into pulp to which a filler is added in water suspension. As the water is drained away on a wire screen, the moist fibers bond with each other at points of contact, forming a dense mat that stiffens as it dries. Paper is graded by content and intended use, and by such properties as color, brightness, opacity, finish, strength, density, weight, and chemical stability. It can be coated or uncoated, sized or unsized, handmade or machine-made. The acid content of the paper used in library materials is an issue in preservation. Compare with papyrus. ***See also***: papermaking, bible paper, book paper, buffered paper, cover paper, esparto, foolscap, kraft paper, laid paper, manila, newsprint, onionskin, permanent paper, and wove paper.

Also refers to a brief composition, especially one prepared for presentation by the author at a conference or other professional meeting. Conference papers may be published in proceedings or transactions. They are indexed in ***PapersFirst***, an online database available in OCLC *FirstSearch*. Compare with article.

paperback

A book published in paper covers, rather than in hardcover, usually adhesive bound. The modern paperback first appeared in the 1930s when Sir Allen Lane, founder of Penguin books, published ***Ariel*** by Andre Maurois in paper covers. Paperback editions are normally published *after* the hardcover edition of the same title and sold at a lower price, which has made them a staple of the retail market for fiction and nonfiction. Synonymous with *paperbound* and *softcover*. Abbreviated *pb* and *ppr*. Compare with paper boards. ***See also***: mass-market paperback and trade paperback.

Also refers to a form of binding in which hot melt adhesive is applied to the binding edge of the unsewn sections of a book, to secure them directly to a paper cover. Durability depends on the capacity of the adhesive to remain flexible over time. ***See also***: Otabind.

paperboard

Fairly rigid sheets of matted fiber, manufactured in the same manner as paper, but .3 mm (.012 of an inch) or more in thickness. Compare with paper boards.

paper boards

An edition bound in boards made of pasteboard covered in heavy paper, usually not as durable as cloth binding. Compare with paperback.

paperbound

See: paperback.

paper knife

A dull blade made of metal, wood, plastic, or ivory, which has the appearance of a knife but is made for slicing paper by hand along a fold, as in opening a sealed envelope or separating the leaves of an uncut book.

paperless

An automated office or system that relies primarily on electronic media rather than paper for information transmission and recordkeeping.

papermaking

According to Chinese tradition, the process of making paper from native vegetable fibers was invented in 105 A.D. by Ts'ai Lun, an official employed in one of the workshops of the Emperor Ho-ti. The technique reached the Islamic world via the trade caravans and was introduced in Spain in the 11th century, probably by the Moors. Papermills were in operation in Europe at least 250 years before the invention of printing from movable type, but the use of parchment as a writing and printing surface persisted until well after the printing press became established.

Prior to the mid-19th century, nearly all paper was made from rag and cloth fiber reduced to pulp. Each sheet was produced by hand-dipping a mold or screen into a large vat containing pulped fiber in water suspension. Early in the 19th century, the first commercially successful papermaking machine was introduced in England, and in 1841 a technique for making paper from wood pulp was developed in Nova Scotia. Despite these advances, the four basic steps of papermaking remain the same: 1) preparation of the fiber, 2) distribution of the resulting "stock" in a thin layer across a part of the machine called the "web," 3) removal of moisture by various means, and 4) finishing the surface to give it the desired qualities. ***See also***: calender, coated, dandy roll, and sizing.

papermark

See: watermark.

papers

A collection of more than one type of handwritten or typewritten document. Also refers to a group of compositions, especially those written for presentation by the author (or authors) at a conference, sometimes published as proceedings or transactions by the society or association sponsoring the meeting.

In archives and special collections, a collection of personal and family documents, as distinct from formal records, which may include correspondence, diaries, notes, etc. Personal papers are often donated to a library by the author or a member of the family after the author's death. In the United States, the trend has been for presidential papers to be archived in a special presidential library located in or near place of birth or residence prior to election.

Also refers to an individual's official documents (birth certificate, identity card, passport, etc.).

paperwork

Routine tasks having to do with matters that must be committed to paper (reports, letters, memoranda, etc.), as opposed to work that is more creative or involves other forms of communication. ***See also***: procrastination.

papier mache binding

A 19th century molded binding made from a mixture of paper fiber, plaster of Paris,

and possibly antimony, formed in a rigid frame usually made of metal. The designs, mainly in black and sometimes in lattice-work over a red or metallic underlay, reflected the Victorian revival of Gothic style in the decorative arts. Patented by the British firm Jackson & Sons, the method required a leather spine. ***See also***: relievo binding.

papyrus

A tall marsh reed (*Cyperus papyrus*) native to North Africa, from which the ancient Egyptians made a material used as a writing and painting surface in the Mediterranean region from the 3rd millnnium B.C. until about the 10th century A.D. Although the word "paper" is derived from *papyrus*, the latter is not technically speaking a paper, since it is not made from pulped and processed fiber, but from the pith of the plant laid crosswise in layers and pressed into sheets which were polished and attached one to another in long rolls wound around a stick which the ancient Romans called the umbilicus. Because papyrus is fragile and does not withstand damp conditions, very little survives of the magnificent libraries of antiquity. As a writing surface, it was superseded in the early Christian era by parchment and vellum. Also refers to manuscripts written on papyrus, mainly in the form of scrolls. *Papyrology* is the study of ancient texts written on papyrus.

parable

A short simple story, usually written in the form of an allegory, intended to convey an explicit moral lesson (the Prodigal Son) or religious principle (the parables of Jesus). ***See also***: fable.

paradigm

A model, pattern, or example, especially one that revolutionizes the standard approach to a subject or conventional modes of thinking in a profession or field of study. In library and information science, paradigm shifts are increasingly driven by technological innovation.

parallel content

In the MARC record, the same digits are assigned across fields in the second and third character positions of the tag to indicate data of the same type, for example, the digits **10** for corporate names, making **110** the main entry corporate name field, **410** the series statement corporate name field, **610** the subject heading corporate name field, **710** the added entry corporate name field, and so on. Parallel content designation can be summarized as follows, with **X** in the range of **1-9**:

X00 - personal names
X10 - corporate names
X11 - meeting names
X30 - uniform titles
X40 - bibliographic titles
X50 - topical terms
X51 - geographic names

parallel edition

See: parallel texts.

parallel publishing

The publication of a work at the same time in both print and electronic format. Compare with simultaneous publication

parallel texts

Different texts of the same work printed side-by-side on the same page or on facing pages of a book, for example, two versions of the Bible, or a text in translation and in the original language. Such works are published in *parallel edition*. ***See also***: duplicate paging.

parallel title

In library cataloging, the title proper of an edition, in a language or script other than that of the original title. In *AACR2*, parallel titles are entered in the title and statement of responsibility area (MARC field 245) of the bibliographic record, in the same order as in the chief source of information, separated by an equal sign preceded and followed by a space. The Library of Congress records all parallel titles if the item is issued in the United States.

parameter

An established limit whose value affects the execution or result of a process or operation, for example, a publication date range specified by the user to limit the results of a search in an online catalog or bibliographic database.

paraph

An elaborate ornamental flourish at the end of an autograph signature, added, especially by notaries, to protect official documents from forgery.

paraphrase

From the Greek *para* ("beyond") and phrasis ("to tell"). A *re*wording of the thought expressed in a previously spoken statement or written work, usually to make the meaning clearer by substituting shorter, simpler words for difficult vocabulary. Also, the use of rewording as a literary device or educational technique. Compare with quotation. ***See also***: plagiarism.

paraprofessional

A member of the library support staff, usually someone who holds at least a baccalaureat degree, trained to understand specific procedures and apply them according to pre-established rules under normal circumstances without exercising professional judgment. Library paraprofessionals are usually assigned high-level technical support duties, for example, copy cataloging or periodicals control. In smaller public library systems in the United States, branch librarians are sometimes paraprofessionals. Click here to connect to a directory of ***State and Regional Library Paraprofessional Associations*** in the United States. Synonymous with *library technician*. ***See also***: Support Staff Interests Round Table.

parchment

The split skin of an animal (sheep, goat, or calf) after it has been bleached, stretched, scraped, and prepared for use in bookbinding or as a writing or painting surface. Parchment was used in Europe from about the 2nd century A.D. until well after the invention of printing from movable type. The original form of the word, *pergamenum*, is derived from the name Pergamum, an ancient city on the west coast of Asia Minor where King Eumenes II founded a library to rival the great center of scholarship at Alexandria in Egypt.

Although costly to produce, parchment was more durable than papyrus which it gradually replaced. Throughout the Middle Ages, it was used to make the leaves of hand-copied books and manuscripts, one of the reasons books of that period were so thick. Modern paper was invented in China in the 2nd century A.D. and introduced in Spain in the 11th century, but did not replace parchment in book production until the printing press became well established. Also refers to a document written or printed on parchment, such as a map or diploma. Compare with vellum.

parenthesis

In indexing, a word, phrase, or sentence enclosed in a pair of curved brackets **( )** to indicate that it has been added for the sake of explanation or clarification, but is not essential to the overall meaning of the text. The use of *parentheses* has declined since the 19th century, replaced by commas in modern writing style. Also used in reference to the *parenthetical expression* inside the brackets.

Parentheses are used in Library of Congress subject headings to add parenthetical qualifiers, and in Boolean search statements to indicate syntax, a technique called nesting. Compare with square bracket.

parenthetical qualifier

In indexing, a word or phrase added in parentheses at the end of a subject heading or descriptor to:

- indicate a specific definition of the term, as in **Nutcracker (Ballet)**
- give the context of an obscure word or phrase, as in **Obatala (Yoruba deity)**
- give the location of a geographic name that is not well-known, as in **Kymi River (Finland)**
- specify the academic discipline in which a subject is studied, as in **Extinction (Psychology)**
- indicate language, as in **Sudanese fiction (English)**
- indicate that a proper name is imaginary, as in **Ophelia (Fictitious character)**
- indicate instrumentation in music, as in **Suites (Bassoon and flute)**
- eliminate ambiguity, as in **AIDS (Disease)**

Compare with scope note.

Paris Principles

The *Statement of Principles* adopted in 1961 at the International Conference of Cataloging Principles (ICCP), which laid the foundation for the *Anglo-American Cataloging Rules* and catalog codes used in countries other than the United States,

Great Britain, and Canada. Organized by IFLA to address international standardization in library cataloging, the conference was held in Paris, France. The *Statement* lists twelve basic principles which remain the foundation of author/title entry.

parity bit

In computing, a bit included in a unit of digital data to detect errors in transmission, for example, the eighth bit in a byte representing an ASCII character.

parody

A form of satirical imitation in which the style of a serious artistic or literary work is ridiculed by applying the same style to an inappropriate or trivial subject, or by treating the original subject in a nonsensical or irreverent manner. One of the earliest examples is ***The Frogs***, a play by Aristophanes believed to parody works by Aeschylus and Euripides. In a more recent example, Jane Austen parodied the gothic novels popular in early 19th century England in ***Northanger Abbey***. Parody can also be used as a form of political or social criticism (*example*: ***The Wind Done Gone***, Alice Randall's African-American perspective on the novel ***Gone With the Wind*** by Margaret Mitchell). ***See also***: burlesque.

part

One portion of a work divided by the author, publisher, or manufacturer into two or more subordinate units which may be issued at intervals as the work is completed. The intervals may be regular or irregular, depending on the nature of the work. In printed monographs, a part is usually equivalent to a volume. A part is distinguished from a fascicle by being a permanent component, rather than a temporary division of the work. As used in the physical description area of a bibliographic record, the term refers to one of two or more bibliographic units intended to be bound together, more than one to a volume (*AACR2*). Abbreviated *pt*. Compare with piece. ***See also***: multipart volume, original parts, and serialized.

In music, one of the voices or instruments for which an ensemble work is composed. Also, a written or printed copy of the notation in which the music for a voice or instrument is recorded, for the use of the performer. In the full score of an ensemble work, each part appears on a separate stave. ***See also***: condensed score.

partial remainders

A quantity of books offered by the publisher at lower than list price to selected booksellers who are permitted to sell copies retail at less than the published price, even though the books are still considered net. This practice is condemned by publishers' and booksellers' associations because it gives some booksellers an unfair competitive advantage over others in the same market.

partial title

A catch title consisting of part of the title as it appears on the title page. It may be a secondary part (subtitle or alternative title) or the title with the less significant words omitted.

partitive relation

See: semantic relation.

parts of a book

Although order of appearance varies slightly from one publisher to the next, the parts of a book in order of gathering are normally the half-title, series title or frontispiece, title page, printer's imprint and notice of copyright, dedication, epigraph, table of contents, list of illustrations, list of tables, foreword or preface, acknowledgments, other front matter (list of contributors, list of abbreviations, chronology, translator's note, etc.), introduction, errata, half-title, text, appendices, notes, glossary, bibliography, index(es), colophon, and CIP (if not on verso of title page). In some editions, the preface and acknowledgments may appear before the table of contents, and the contributors are sometimes listed in the back matter.

part-time

Employment limited to a portion of normal working hours. Part-time employees who work less than a certain number of hours per week or month may not be entitled to full benefits. In academic institutions, the ratio of full-time to part-time (adjunct) faculty, including librarians, may be governed by a collective bargaining agreement.

pass-along

The likelihood that a copy of an issue of a periodical will be read by more individuals than the person who actually purchases it at a news stand or by subscription. Some publishers use this as a justification for charging libraries a substantially higher subscription price than the rate paid by individual subscribers, a practice known as differential pricing. Although pass-along is difficult to quantify, when combined with circulation it gives an approximate indication of total readership.

passim

Latin for "here and there" or "in various places," printed after a subject heading in an index, or in a footnote or endnote following the title of a work or the author's name, to indicate that a phrase or reference to a concept or idea is scattered throughout the chapter or entire work, too briefly or too abundantly for individual page references to be given. Abbreviated *pass.*

passive relation

See: semantic relation.

password

An authorized word or sequence of characters which a user must enter as input in order to log on to a computer system and gain access to desired resources. Passwords are usually managed by the operating system or a database management system (DBMS). Because system software is only capable of verifying the legitimacy of a password, not the identity of the person using it, passwords should remain confidential. In a well-designed system, passwords must be changed periodically by the user to maintain security. By contrast, the username is usually permanent.

paste

A type of adhesive used to stick together light-weight materials such as paper and gold leaf, made from the starch contained in a cereal grain such as wheat or rice, combined over heat with water (and sometimes alum or resin), then allowed to cool. Compare with glue.

pasteboard

A rigid, relatively light-weight binding material made from layer upon layer of paper pasted together, or from thin layers of pulp bonded together, introduced in the 15th century to replace wooden boards in small to medium-sized books. In modern bookbinding, a heavy grade of pasteboard called binder's board is used extensively in hardcover editions.

paste-down

In bookbinding, the half of a double-leaf endpaper firmly affixed to the inside of one of the boards of the case or cover, over the turn-in. Also spelled *pastedown*.

paste-in

A correction or addition, supplied after the text of a work has been printed, to be tipped in opposite to or on the page containing the line or passage to which it refers. Compare with errata.

paste-up

In printing, the arrangement on a large sheet of paper of the page proofs of several pages, to enable the typographer to position the text, illustrations, headings, captions, and other elements of the finished publication in a design that meets the publisher's specifications. Compare with layout.

pasting down

In bookbinding, the process of securely affixing one half of a double-leaf endpaper to the inside of each of the boards of the cover, over the turn-in. In hand-binding, this step is a finishing touch, the body of the book having been laced to the cover, but in case binding, the endpapers attach the body to the case. Compare with gluing off.

patent

A legal document issued by the United States government, or the government of another country in response to a formal application process, in which the inventor or originator of a new product or process is granted the exclusive right to manufacture, use, and sell it for a designated period of time. The document is assigned a *patent number* by the patent office for future reference. Most large engineering libraries provide patent search databases and services. Compare with trademark. ***See also***: patent and trademark depository library.

patent and trademark depository library (PTL)

A library designated by the U.S. Patent and Trademark Office (PTO) to receive and store copies of U.S. patents and patent/trademark materials, make them freely available to the public, and disseminate general information about patents and trademarks. Created by federal statute in 1871, the Patent and Trademark Depository Library Program (PTDLP) has grown to include more than 80 libraries, half of which

are academic libraries, with nearly as many public libraries, one state library, and a special library devoted to research. ***See also***: Patent and Trademark Depository Library Association.

Patent and Trademark Depository Library Association (PTDLA)

An affiliate of the American Library Association, **PTDLA** is dedicated to advising the United States Patent and Trademark Office (PTO) on the interests, needs, opinions, and goals of patent and trademark depository libraries (PTLs) and their users, and to assisting the PTO in planning and implementing appropriate services. Click here to connect to the **PTDLA** homepage.

patent file

A collection of drawings and specifications for patents, indexed by country and patent number, name of *patentee*, or subject, usually maintained in a patent and trademark depository library.

patent number

See: patent.

pathfinder

A subject bibliography designed to lead the user through the process of researching a specific topic, or any topic in a given field or discipline, usually in a systematic, step-by-step way, making use of the best finding tools the library has to offer. Pathfinders may be printed or available online. ***See also***: topical guide.

patron

Any person who uses the resources and services of a library, not necessarily a registered borrower. Synonymous with *user*. Compare with client. ***See also***: patron ID, patron record, patron type, and problem patron.

Also, a person who helps sponsor the creation, copying, or printing of an original work. During the 16th and 17th centuries, when returns from the fees paid by printer/publishers were meager, many writers could not have flourished without the *patronage* of wealthy individuals and institutions. It was not unusual for a sponsored work to be formally dedicated to the benefactor, in gratitude and hope of further financial assistance. In a more general sense, any person or group that encourages or supports an activity or project, especially by providing necessary funds.

patron ID

The means by which staff at the circulation desk of a library ascertain that a patron is a registered borrower, usually the person's library card, student ID card, security badge, or a substitute. Also refers to the number used in most library circulation systems to identify the borrower. Sometimes it is the library card number, but in academic libraries it may be the student ID number or the social security number. In special libraries, patron ID may be linked to the employee identification system used by the parent organization. Each library or library system adopts its own method of patron identification. ***See also***: patron record.

patron record

A confidential record in a library circulation system, containing data pertaining to a borrower account (full name, street address, telephone number, patron ID, patron type, items on loan, holds, unpaid fines, etc.). In electronic circulation systems, an authorized member of the library staff is permitted to access the patron record by scanning the barcode on the library card, or by using a keyboard to enter the patron's name or library card number as input. Some online catalogs allow registered borrowers to view thir own patron records with proper authorization. Synonymous with *circulation record*. ***See also***: blocked.

patron type

In library circulation systems, a code entered in the patron record to indicate a specific category of borrower, which in conjunction with item type determines the loan rule applied when an item is checked out. Academic libraries usually differentiate faculty, student, alumni, and staff by patron type. Most public libraries distinguish between nonresidents and patrons who reside in the service area, and between adult and juvenile users. In special libraries, patron type may reflect hierarchical rank within the parent organization, levels of security clearance, etc.

patronymic

A personal name derived from the given name of the father or a more distant paternal ancestor, usually by the addition of a prefix (ben Jacob, MacArthur, O'Brien) or suffix (Donaldson, Petrovich).

payment date

The date by which an outstanding bill for goods and/or services must be paid, usually printed on the seller's invoice, after which the account is delinquent. A penalty may be charged for late payment.

pay-out

In marketing, an expenditure of funds that produces a return greater than the investment. When return equals investment, the result is known as *break-even*.

pay period

The interval at which an employee is paid, usually weekly, biweekly, or monthly, depending on the payroll system of the employer. Hours worked are usually reported to the payroll department on a timesheet signed by the employee.

payphone

A telephone located in a public area from which anyone may make calls in exchange for payment in cash or by calling card. Most libraries that open their doors to the public provide at least one payphone as a courtesy to their users.

payroll

The list of employees who are paid salaries and wages by an employer, usually by check or direct deposit on a weekly, biweekly, or monthly basis. Library employees may be required to sign a *timesheet* for each pay period, stating the hours they worked.

PBS

See: public television.

PC

See: personal computer and political correctness.

PCC

See: Program for Cooperatrive Cataloging.

PDA

See: personal digitial assistant.

PDF

See: Portable Document Format.

peak use

The period(s) in a day, week, month, and year during which the services and resources of a library or computer system are most heavily used. Transaction logs, circulation statistics, and gate counts can be compiled and analyzed to reveal recurrent periods of peak use. The results are useful in establishing library hours, anticipating staffing needs, scheduling maintenance, etc.

peer evaluation

The process in which the job performance of a librarian or other library staff member is assessed by the individual's colleagues and a recommendation made concerning contract renewal or promotion. In academic libraries at institutions that grant librarians faculty status, tenure decisions may also be based on peer evaluation. In libraries in which employment is governed by a collective bargaining agreement, the method of peer evaluation may be determined by contract.

peer review

The process in which the author of a book, article, software program, etc., submits his or her work to experts in the field for critical evaluation, usually prior to publication, a standard procedure in scholarly publishing. In computer programming, source code may be certified by its owner or licenser as open source to encourage development through peer review.

peer-reviewed

Said of a scholarly journal that requires an article to be submitted to a process of critical evaluation by one or more experts on the subject, known as referees, responsible for determining if the subject of the article falls within the scope of the publication, and for evaluating originality, quality of research, clarity of presentation, etc. Changes may be suggested to the author(s) before an article is finally accepted for publication. In evaluation for tenure and promotion, academic librarians may be given publishing credit only for articles accepted by peer-reviewed journals. Some bibliographic databases allow search results to be limited to peer-reviewed journals. Synonymous with *juried* and *refereed*.

pendant

An additional narrative, statement, or composition that completes or complements another work, but is independent of it, for example, an essay illuminating the historical basis of a satirical work.

pending file

A paper or electronic file in which documents pertaining to matters that cannot be immediately resolved are allowed to accumulate until circumstances are more favorable for their disposition. A rapidly growing pending file may be a sign of overwork or a bottleneck in workflow.

pending request

In the OCLC Interlibrary Loan system, a loan request sent by a borrowing library that appears in the message file of a potential lending library.

pen name

A name used by an author other than his or her real name, usually adopted to conceal identity. A pen name can be an allonym (name of an actual person other than the author), a fictitious pseudonym (*example*: **Avi** for Edward Irving Wortis), a pseudonym based on the author's real name (**Dr. Seuss** for Theodor Seuss Geisel), or a word or phrase that is not a personal name (**Spy** for Sir Leslie Ward). Pen names were used more commonly during the 19th century when writing was not as respectable as it is today and therefore considered an unsuitable occupation for women. Some authors write under more than one pen name, adopting a different name when writing in a new genre or introducing a new lead character (or set of characters) in a series. Click here to connect to ***a.k.a.***, an online dictionary of pseudonyms and pen names. Synonymous with *nom de plume*. Compare with autonym. ***See also***: eponym and pseudandry.

penny dreadful

A sensational melodrama in the form of a novel or novelette of mystery, crime, or adventure, printed in cheap paperback edition, the equivalent in England of the dime novel.

per diem

The rate at which a product or service is billed on a daily basis. Also refers to the maximum amount allowed by an employer for travel expenses (meals, lodging, etc.), usually calculated on the basis of average cost for a given geographic area.

perfect binding

A quick and comparatively inexpensive method of adhesive binding in which the binding edge of the text block is milled to produce a block of leaves and then roughened. Fast-drying adhesive is applied to the uneven surface and the case or cover attached without sewing and backing. Nearly all books published in paperback are bound by this method, which is also used for some hardcover special editions, for example, book club editions. Durability depends on the strength of the adhesive and its capacity to remain flexible over time, usually not as long-lasting as a sewn or stitched binding. Compare with Otabind. ***See also***: double-fan adhesive binding, hot-melt, and notched binding.

perfecting

The process of printing the second side of a sheet. On a *perfecting press*, both sides are printed in a single pass. Synonymous with *backing up*. ***See also***: register.

perforating stamp

A mechanical device designed to produce a permanent mark on a sheet of paper or page in a book by punching a pattern of tiny holes in the fibers, once used by libraries to mark ownership, but now largely replaced by the rubber stamp. Notaries still use this tool to validate their signatures.

perforation

Cutting or punching a line of small, closely-spaced holes or slits along the inner margin of a page, or around matter printed on a sheet, to make a page or portion of a page easier to tear out or off. Also refers to the line of holes produced for that purpose. ***See also***: perforating stamp.

performance evaluation

The process of judging the competence with which an employee has performed the duties and responsibilities associated with the position for which the person was hired by a company or organization, usually for the purpose of contract renewal or promotion. In libraries, job performance may be evaluated entirely by management or in a process of peer evaluation. Synonymous with *performance measurement*. ***See also***: accountability.

performance indicator

A measure of how well an employee, department, organization, or institution is meeting its goals and objectives, for example, the percentage of borrowing requests received by the interlibrary loan department of a library that are successfully filled within a given period of time.

performance measurement

Sede: performance evaluation.

performer

An individual who plays a visible part in a work created for a medium of performance (play, motion picture, musical composition, dance, etc.). In library cataloging, the names of leading performers may be included as added entries (MARC field 700) in the bibliographic description of a recorded performance (film, videocassette, audiocassette, CD, etc.). ***See also***: composer and director.

Pergamum

An ancient city on the west coast of Asia Minor near the modern town of Bergama, Turkey, the location of a magnificent royal library and museum built during the Hellenistic period by Eumenes II of the Attalid dynasty to rival the great center of learning at Alexandria in Egypt. The use of parchment as a writing surface is believed to have originated at Pergamum.

period

The punctuation mark that indicates the end of an ordinary sentence, also used as a mark of abbreviation. Synonymous with full point and full stop. ***See also***: dot.

In history and literature, an interval of time, usually of indefinite beginning and/or ending date(s), characterized by certain events, conditions, or characteristics of style, such as the Romantic period (early 19th century in Europe), or the Victorian period (late 19th century in Britain).

period bibliography

A bibliography limited to works covering a specific period of time, for example, American history of the *colonial period* or the *progressive era*.

periodical

A publication with its own distinctive title, containing articles, stories, or other short works usually written by different contributors, issued in softcover more than once, usually at regular stated intervals without prior decision as to when the final issue will appear. Although each issue is complete in itself, its relationship to preceding issues is indicated by an issue number and volume number printed on the front cover. Content is controlled by an editor or editorial board. The category includes newspapers, newsletters, magazines, and journals, sold at newsstands and by subscription. Libraries usually bind all the issues published during a specific publication year in one or more physical volumes, with the bibliographic volumes numbered consecutively, starting with number one for the first year in which the periodical was issued. Compare with serial.

Periodicals are published by scholarly societies, university presses, government agencies, commercial publishing houses, private corporations, trade and professional associations, and nonprofit organizations. The most comprehensive periodical directories are *Ulrich's International Periodicals Directory* published by R. R. Bowker and *The Serials Directory* published by EBSCO, available in the reference section of large libraries in the United States. The content of periodicals is indexed in finding tools called periodical indexes and abstracting services, usually by subject and author.

Periodicals are usually shelved alphabetically by title in a separate section of the library stacks. In some libraries, current issues are shelved in a different location than back files, which may be converted to microfiche or microfilm to conserve space. Microform reader-printer machines are provided for viewing and making hard copies. Periodicals published by the U.S. federal government may be shelved by SuDocs number in a separate section of the stacks reserved for government documents. ***See also***: frequency, holdings note, one shot, and periodical stand.

periodical index

A cumulative list of periodical articles in which the citations are entered by subject (or in classified arrangement) and sometimes under the author's last name, separately or in a single alphabetic sequence. Periodical indexes may be general (*example*: ***Reader's Guide to Periodical Literature***), devoted to a specific academic discipline (***Education Index***) or group of disciplines (***Humanities Index***), or limited to a

particular type of publication (***Alternative Press Index***). In libraries, periodical indexes are available in print and as bibliographic databases, online or on CD-ROM. ***See also***: abstracting service and H. W. Wilson.

periodical stand

A piece of display furniture with sloping shelves, used in libraries to display current issues of periodicals face out, not as compact as conventional shelving, but more accessible to browsers. The sloping shelf may be hinged to allow a limited number of back issues to be stored on a flat shelf behind it.

period printing

The production of books or other printed publications in a style appropriate to the period of time in which the material was originally issued. Compare with facsimile.

Also, the production of a book in a style resembling that of an earlier period, although the text may have been written by a contemporary author, usually conceived by the publisher as a promotional device.

period subdivision

A subdivision added to a class or subject heading in library cataloging to limit its application to a specific period of time (*example*: **American poetry--20th century** or **France--History--1789-1815**).

peripheral

A device used in conjunction with a computer, which is not an indispensable or inseparable part of it. Microcomputer peripherals are used for input (keyboard, mouse, scanner), output (printer, monitor, audio speakers), storage (floppy disk, CD-ROM), and communication (modem). The trend has been to build peripherals into PCs, especially laptops. Synonymous with *auxiliary equipment*. ***See also***: CPU.

periphrasis

Saying something in a less direct, more roundabout way. Synonymous in this sense with *circumlocution*. Also refers to speech or writing that uses an excess of words to convey an idea or concept that could be expressed more succinctly. Compare with paraphrase.

perk

An advantage enjoyed by an employee over and above the normal benefits to which the position is entitled, for example, exemption from overdue fines for the staff of some libraries.

permanence

The quality of library materials designed to last indefinitely without significant deterioration, defined by preservation librarians as a change of one percent or less in 100 years. ***See also***: permanent paper.

permanent ink

A type of visible ink used in applying ownership marks to library materials because it cannot be easily removed.

permanent paper

Paper manufactured to resist chemical deterioration that occurs as a result of aging. The most important factor in permanence is a minimum pH of 7.0 (neutral). Acid-free paper is preferred in library and archival materials because it contains low levels of lignin, an acidic substance that causes documents made of paper to yellow and become brittle over time. The acid paper used to print books and other publications in the 19th and early 20th centuries has created a major preservation imperative for research libraries and special collections. Some permanent papers are buffered with an alkaline substance to counteract acids that develop after manufacture or are introduced from an outside source.

ANSI and NISO have established a set of standards (Z39.48) for the permanence of paper used in materials for libraries and archives. Degrees of permanence for paper are based on specifications for acidity, fiber content, fold endurance, and the residual amount of certain substances used in manufacture (rosin, chlorine, etc.). Under normal use and storage conditions, paper that meets ANSI criteria should last for several hundred years without significant deterioration. Synonymous with *acid-free paper*, *durable paper*, and *non-acidic paper*.

permission

Authorization, usually granted in writing by the copyright holder, to quote or excerpt passages of text or reproduce illustrations from a work legally protected by copyright. Failure to obtain permission may constitute infringement. ***See also***: Copyright Clearance Center.

permissions copy

A copy of a book containing quoted or excerpted material, sent to the copyright holder at first publication to confirm that passages were used in accordance with the permissions granted.

permuted index

A type of subject index in which a string of significant words or phrases, usually extracted from the title of a work or assigned as content descriptors by an indexer, are rotated to bring each word or phrase into first-word position in the alphabetical sequence of entries. For example, in the subject index to ***America: History and Life***, the string of descriptors assigned to the article titled "Library Services and the African-American Intelligentsia before 1960" (*Libraries & Culture* 33: 91-97) is rotated to produce the following index entries:

> **Blacks.** Higher Education. Intellectuals. Libraries. 1900-1960.
> **Higher education.** Intellectuals. Libraries. Blacks. 1900-1960.
> **Intellectuals.** Libraries. Blacks. Higher education. 1900-1960.
> **Libraries.** Blacks. Higher education. Intellectuals. 1900-1960.

per search

A database for which access is billed by the search, rather than by subscription. The charge may be a fixed amount per search as in OCLC *FirstSearch*, or based on connect time.

personal archives

A category of collecting archives devoted to preserving the personal papers and memorabilia of one or more persons, or of a family or group of families. In the United States, the presidential libraries function as archives for the papers of the Presidents.

personal author

The person primarily responsible for the literary, musical, artistic, or intellectual content of a creative work, whose full name is entered in the statement of responsibility area of the bibliographic description when the item is cataloged. Compare with corporate author. ***See also***: joint author and pseudonym.

personal computer (PC)

Any microcomputer designed for individual use, usually in a personal workspace, consisting of a CPU and associated peripheral devices. The term is often restricted to IBM-compatible microcomputers in which the hardware is controlled by Intel and the operating system by Microsoft. A **PC** may function as a stand-alone workstation or be connected to a network. In a LAN, **PC**s may function as client workstations or as file servers. ***See also***: laptop.

personal digital assistant (PDA)

A computer small enough to fit in the palm of the hand or in a small pocket. Some models accept handwritten input, others are equipped with a small keyboard. Because of their small size, most PDAs do not include a disk drive. Their capabilities are therefore limited to scheduling, note-taking, simple calculations, and storing addresses and phone numbers, but some models include slots into which disk drives, modems, and other peripheral devices can be inserted to allow users to exchange e-mail and access information on the Web. Synonymous with *handheld computer*, *palmtop*, and *pocket computer*.

personal name

The name given to an animate being, real or imaginary. In the case of a human being, usually a forename and surname or family name, but sometimes a single name (Moses, Socrates, etc.), used as the main entry when works by the person are listed in the library catalog. In a subject heading, the name may be followed by a parenthetical qualifier for clarification, as in **Tarzan (Fictitious character)**. A qualifier is also added to the personal name of a nonhuman being to indicate species, as in **Dolly (Sheep)**. Compare with corporate name and geographic name. ***See also***: nickname and pseudonym.

personal papers

In archives, the private documents and related materials accumulated by an individual in the course of a lifetime (letters, diaries, legal documents, etc.). Personal papers are subject to the owner's disposition, in contrast to official papers which may be subject to the disposition of an employer or government. ***See also***: papers.

personal Web page

A Web page maintained by or for an individual for the purpose of acquainting other Internet users with the views, activities, or works of the person whose name is

identified with it, sometimes installed at the author's expense on a server maintained by a commercial Internet service provider (ISP). Synonymous with *personal homepage*.

personnel

See: human resources.

pertinence

In information retrieval, the extent to which a document retrieved in response to a query actually satisfies the information need, based on the user's current state of knowledge--a narrower concept than relevance. Although a document may be relevant to the subject of the search, it may already be known to the searcher, written in a language the user does not read, or available in a format the user is unable or unwilling to use.

pest management

Physical and chemical methods employed by a library or archive to control or eliminate living organisms that infest collections (mildew, mold, insects, rodents, etc.), for example, freezing or fumigation. *Integrated pest management* (IPM) strategies begin with careful identification of the nature and habits of the offender(s), then rely on nonchemical preventive methods as the first line of defense (control of climate, entry points, food sources, etc.). Chemical treatments are usually reserved for infestations of crisis proportions and pests that do not succumb to less toxic alternatives. Click here to connect to the pest management section of the *Conservation OnLine (CoOL)* Web site.

pH

A chemical symbol representing the concentration of hydrogen ions in a given substance in aqueous solution, a standard measure of its acidity or alkalinity (basicity) on a scale of 0-14, with 0=strongly acidic and 14=strongly alkaline, used in preservation to detect acid paper, board, etc. Since pH is a logarithmic measure, each unit on the scale represents a factor of 10, with 7.0 (the pH of pure water) the neutral point.

pharmacopoeia

A book or online resource that lists drugs, chemical compounds, and biological substances, providing information on molecular structure and properties, therapeutic uses, derivatives, and sometimes formulas for manufacture, and tests for establishing identity, purity, strength, etc. (*example*: ***The Merck Index*** or ***PDR: Physicians' Desk Reference***). Most libraries keep the current edition of at least one modern pharmacopoeia in the reference section.

philatelic library

A library devoted to the history of postage stamps and stamp collecting, with a collection consisting of books and periodicals on philately, auction catalogs, government documents, maps, clippings, etc., for example, the American Philatelic Research Library in State College, Pennsylvania.

philately

The collection and study of postage stamps and related materials, usually as a hobby. ***See also***: philatelic library.

phone book

See: telephone directory.

phonogram

A written sign, symbol, or character that represents a sound, syllable, or word spoken in a language, as opposed to an ideogram that represents an object, idea, or concept without phonetically expressing the sound of its name. The Latin alphabet is a set of phonograms.

phonograph record

A thin, flat disk, usually made of vinyl, impressed on one or both sides with a continuous spiral groove in which audible sounds are recorded. As the disk revolves on a playback machine, called a *record player*, the groove causes a stylus to vibrate, producing electrical impulses in a cartridge, which can be amplified as sound. The most common playing speed is 33 rpm (long-playing), but 78, 45, and 66 2/3 rpm disks were also manufactured. Audio compact discs have superseded phonograph records in the retail market for sounds recordings, but there is still a market for second-hand records, some of which have become collectible. In libraries, "vinyl" is preserved primarily for its archival value. In *AACR2*, the term "sound disc" is used in the physical description area of the bibliographic record for a phonograph record, with "analog" given as type of recording. Synonymous with *audiodisc* and *gramophone record*.

photocopier

A machine available in most libraries for making xerographic copies of documents, usually in black-and-white. Some photocopiers are capable of enlarging or reducing the size of the original. Most copiers are coin-operated, with payment by the page in cash or by debit card (fee varies). Sophisticated photocopy machines available in commercial copy shops are capable of color copying and handling large jobs that require collating and stapling. Compare with reader-printer. ***See also***: copy card.

photocopy

A macroform photographic reproduction of printed or graphic material produced directly on a sheet of paper or other copying surface in black-and-white or color, usually by a process called xerography. Photocopy machines are available in most libraries for making hard copies of materials that may not be removed from the premises (reference books, closed reserves, periodicals, etc.). Photocopying is subject to the fair use provisions of U.S. copyright law. ***See also***: preservation photocopy.

Also refers to a photographic copy of an existing photograph, as opposed to a duplicate print made from the same negative.

photograph

The unique negative image produced on chemically sensitized film when it is exposed

to light through a focusing lens. Also, the repeatable positive image printed in any size on light-sensitive paper after exposed film has been developed. *Photography* is the science, technology, and art of producing photographic images. Photographs were originally produced in black-and-white, with or without subsequent tinting, but color film is used in modern photography. Synonymous with *still*. Compare with motion picture. ***See also***: photomap, photomontage, and photomosaic.

In libraries, photographs are collected as original prints and reproductions. They are also published as illustrations in books and periodicals. Still photographs are also digitized for use as illustrations in documents available online and on CD-ROM. ***See also***: stock photograph.

photogravure

An illustration or print made from an image etched or engraved on a metal plate or cylinder by any one of several photographic processes. Also refers to the intaglio technique used to print such images. Synonymous with *gravure*.

photomap

An aerial photograph on which cartographic information is superimposed.

photomontage

A creative work in which several photographs, or portions of photographs, are combined to form a single composite image (montage). The effect can be achieved by cutting and pasting together the component parts, by exposing the same negative several times, or by combining several negatives in the developing process to produce a single composite print. Compare with photomosaic.

In motion pictures, a similar effect is achieved in time, rather than space, by showing a selection of images in such rapid succession that in the mind of the viewer, they are associated in a way that gives them meaning not apparent when viewed separately or at a slower pace.

photomosaic

An aerial map made by combining several aerial photographs, or portions of them, in a way that covers a specific area of the surface of the earth or another celestial body. Compare with photomontage.

phrase

In grammar, two or more words that convey a single concept or thought, or constitute a part of a sentence that does not contain a subject or predicate. An *adjectival phrase* is a noun modified by one or more adjectives (*example*: digital archives or small press). In a *prepositional phras*e, two words are joined by a preposition (*example*: gone to press or out of print).

phylactery

A narrow banner or ribbon extending from the mouth or held in the hand of a human figure drawn in a medieval manuscript, inscribed with the individual's name or words spoken by the person depicted. This technique of combining text with graphics survives in contemporary cartoons in the balloons used to convey speech or thought.

physical carrier

The physical medium used to store data, sound, images, etc., for example, magnetic tape or disk bearing information in digital format. The medium may be permanently encased in a protective covering integral to the item, as in a floppy disk or Zip disk.

physical description

In library cataloging, the area of the bibliographic record (MARC field 300) in which the extent of an item is recorded. For books, extent of item includes the number of volumes, leaves or pages, columns, plates, and the presence of illustrations, maps, and/or accompanying material. The physical description also gives the dimensions and format of the item. In most cases, the physical description of a book (*example*: xiv, 508 p. : ill. ; 22 cm.) is shorter than that of a nonprint item (*example*: 3 filmstrips : col.; 35 mm. + 3 sound cassettes + 3 guides). Synonymous with collation.

physical processing

The activities carried out by the technical processing department of a library to prepare items for use by patrons. The specific techniques used in physical processing depend on the format of the item. A book is usually stamped with at least one ownership mark, labeled, jacketed, and barcoded. A magnetic strip may also be applied to the item to prevent theft. Physical processing also includes mending, repairing, and rebinding in libraries that have an in-house bindery. ***See also***: preprocessing.

piano score

An arrangement for solo piano of a vocal, instrumental, or orchestral work, written or printed on two staves.

piano [violin, etc.] conductor part

A performance part for a specific instrument in an ensemble work. Cues for the other instruments enable the performer to conduct while performing.

pica

In typography, a standard measurement based on a unit of type 12 points in size (about 4.2 mm or 1/6 inch wide), used to indicate line length and spacing. On the old-fashioned typewriter, pica was the most common type size.

pick-up location

The place to which an item requested on interlibrary, intercampus, or intra-campus loan is delivered and stored until the borrower responds to notification of its arrival, usually the circulation desk or interlibrary loan office of the library from which it was requested. Online catalogs that provide an electronic request option may permit the borrower to specify pick-up location in the initial request.

pictogram

See: pictograph.

pictograph

A sign in the form of a picture representing or suggesting the thing signified, for example, a street sign bearing a symbol of a person reading a book to indicate that a

library is located in the vicinity. Also refers to a prehistoric drawing made on a rock surface, such as the side of a cliff or the wall of a cave, one of the earliest forms of human communication. Synonymous with *pictogram*.

pictorial
A term used in the book trade to refer to a book with a picture on its cover, in addition to the one on the dust jacket (if a dust jacket is provided).

pictorial dictionary
See: visual dictionary.

pictorial map
A map on which small drawings or pictographs are used to indicate the geographic distribution and/or concentration of physical features, economic resources, demographic characteristics, etc. The meaning of the symbols representing the variables is given in the legend.

picture
A two-dimensional visual representation or image large enough to be easily viewed without magnification, usually rendered in black-and-white or color on a flat, opaque surface. The term includes paintings, drawings, art prints, photographs, reproductions, illustrations, clippings of pictorial matter, etc., and is often used in a generic sense when a more specific word is inappropriate. ***See also***: picture book, picture file, and picture library.

picture book
A book consisting mainly of visual content, with little or no text, intended mainly for children of preschool age, but sometimes of interest to adults because of the artistic quality of the illustrations and/or the originality of the text, often used by children's librarians in storytelling. Published in large format, picture books are frequently oblong in shape to give the artist a broader canvas. Compare with picture storybook. ***See also***: Amelia Frances Howard-Gibbon Illustrator's Award, Caldecott Medal, and Greenaway Medal.

picture collection
See: picture library.

picture dictionary
See: visual dictionary.

picture file
A collection of mounted or unmounted photographs, illustrations, art prints, clippings, and other images, usually small enough to be filed in folders and stored in a filing cabinet. In libraries, the files may be arranged by subject, theme, name of artist, or some other characteristic. ***See also***: jumbo file and vertical file.

picture library
A library collection consisting primarily of visual documents (prints, photographs, illustrations, posters, postcards, clippings, etc.), mounted or unmounted. The largest

collections are maintained by national libraries and museums. Indexing is usually limited to a specific collection. Digitization has made picture collections more accessible. Click here to connect to the Prints & Photographs Reading Room at the Library of Congress.

picture storybook

A short book containing one or more simple narratives accompanied by illustrations coordinated with the text, intended for children of at least third grade reading level. Compare with picture book and storybook.

piece

A fragment or portion of a document in any format that has become detached from the whole by cutting, tearing, breaking, or some other physical means, accidental or intentional, or as a result of normal wear and tear. Compare with part.

In archives, the most basic unit of description and arrangement that can be retrieved from a repository as a separate and distinct entity under its own reference, regardless of format. If a file of documents is described as a single unit, a document within that file would not be considered a piece; however, a single document once part of a file, such as a letter or memorandum, might be a piece provided the file as a whole is not made a unit of description.

Synonymous in music with a single composition.

pie chart

A graphical representation of statistical data in the form of a circle divided into pie-shaped slices, the relative size of each piece indicating percentage of the whole, a technique used to show the relative proportions of budget allocations, funding by source, etc.

Pierpont Morgan Library

Assembled by the wealthy financier Pierpont Morgan and expanded by his son J. P. Morgan who in 1924 appointed six trustees to administer it as a reference library for scholars, the **Pierpont Morgan Library** includes approximately 55,000 rare books and manuscripts as well as a priceless collection of cuneiform clay tablets, old master drawings and prints, coins, and medals. The Library was subsequently incorporated by the State of New York and dedicated to the use of "learned men of all countries."

Between 1902 and 1906, the elder Morgan had an Italian Renaissance-style building constructed adjacent to his residence in New York City to house the collection. In 1928, an Annex was added and in 1991 the facility doubled in size with the acquisition of the Morgan townhouse and construction of a garden court to connect the various parts. Items from its collections are selectively exhibited in a small museum associated with the Library. Click here to connect to the homepage of the **Pierpont Morgan Library**.

pigskin

A tough leather made from the skin of a pig, used to bind large, heavy books because of its strength and durability. The distinctive grain of pigskin can be distinguished

from morocco by the small, widely-spaced punctures where the bristles were once attached.

pilot

A small-scale experimental study conducted in advance of a full-scale research project to test an initial hypothesis, research design, or methodology, or to determine whether a large-scale study is necessary. Also, a preliminary test of a system or solution to determine the feasibility of implementation on a larger scale.

PIN

An acronym for **P**ersonal **I**dentification **N**umber, a code used in automated systems to identify authorized users. Whether the **PIN** is created by or issued to the user depends on the policy governing access to the system. The practice originated in the banking industry and is used in some libraries and library systems to verify that a patron is registered to use electronic resources restricted by licensing agreement.

pinyin (PY)

A system of writing the Chinese language in the roman alphabet, used by the news media, by the United States government, and throughout the world. In 1997, the Library of Congress announced its intention to begin converting bibliographic records created in the older Wade-Giles (WG) system to the new pinyin standard for romanizing Chinese, a decision that will affect millions of authority records and is expected to facilitate the international exchange of bibliographic data. Click here to connect to the homepage of the *Library of Congress Pinyin Conversion Project*.

pipe roll

A roll of parchment used to record the annual audit at exchequer of the King's revenues and expenses. Of interest primarily to historians, the pipe rolls are the oldest and longest series of public records in England, continuing without significant interruption from 1156-1832.

piracy

See: copyright piracy and pirated edition.

pirated edition

An edition issued in violation of existing copyright law, without permission of the author or copyright holder, usually outside the country in which it was originally published to avoid the legal consequences of infringement. Compare with authorized edition and unauthorized edition.

pixel

A neologism coined from the term "picture element," any one of the tiny dots of uniform illumination that in the aggregate comprise the image on a television screen or computer monitor. Pixels may be binary (black and white) or multivalued to display colors or gradations of a gray-scale. A pixel on a color screen is a combination of three dots--blue, green, and red. To see the pixels on your computer monitor, try wiping the surface of the screen with a clean, damp cloth or tissue. Synonymous with *pel*. ***See also***: bitmap.

PLA

See: Public Library Association.

placard

See: poster.

place index

See: geographic index.

place name

See: geographic name.

place of publication

The geographic location in which an edition of a work is issued, usually given on the title page as the city (or city and state) of a book and sometimes more completely on the verso. In library cataloging, place of publication is one of the elements recorded in the publication, distribution, etc. area of the bibliographic description.

place subdivision

See: geographic subdivision.

plagiarism

From the Latin *plagiarius* meaning "kidnapper." Copying or closely imitating the work of another writer or composer with the intention of passing the results off as original work. In most colleges and universities, instructors impose serious penalties on students who plagiarize the works of others. To avoid plagiarism, it is best to express an idea in one's own words. When it is necessary to paraphrase closely or quote, the source should be cited in a footnote or endnote. Submission of a term paper purchased ready-made from an online term paper mill is considered plagiarism at most colleges and universities, and astute professors keep abreast of the latest techniques for detecting this form of cheating. Compare with forgery.

plagiary

Work offered as original which has, in fact, been copied (plagiarized) from another source, usually without permission.

plan

A large-scale (1:5,000 or greater) map, usually of a relatively small area such as a university campus, garden, small park, battlefield, or site on which a building or complex of buildings stands. An *architectural plan* shows a building, such as a library, rather than the ground on which it is situated. ***See also***: floor plan.

planimetric map

A map showing locations and distances on a horizontal plane, with no indication of elevation, as distinct from a relief map showing height and/or depth of surface (relative to sea level if the subject is a portion of the surface of the earth).

plaquette

From the French word for a small, thin plate or slab. A small circular or oval tablet

with a design in relief cast in bronze or lead from a wax mold, originally used during the Renaissance to decorate boxes and other personal items. According to Geoffrey Glaister, writing in the ***Encyclopedia of the Book*** (Oak Knoll: 1996), metal dies for casting plaquettes were sometimes used in Italian bookbinding of the 16th century to stamp designs in relief on leather bindings, which were subsequently hand-painted. ***See also***: cameo binding.

plat

A diagram or map drawn to scale, showing boundaries, subdivisions, and other important data for a relatively small piece of land, established by survey, usually for legal purposes.

plate

Illustrative matter in a book or other publication, usually printed on a leaf of different quality paper than the text, with the reverse often blank or bearing a descriptive legend. Plates are usually inserted in the sections after gathering, distributed throughout the text or in one or more groups. Because they are not integral to the gathering, plates are excluded from the pagination; however, they are usually numbered in roman or arabic numerals and listed in order of appearance in a separate part of the front matter. In the bibliographic record created to represent an item in the library catalog, the number of leaves or pages of plates is indicated in the physical description area, following extent of text. Compare with cut. ***See also***: color plate, double plate, interleaving, and monochrome plate.

Originally, a flat piece of wood or sheet of metal used to print, emboss, or engrave a design, illustration, or image on paper, vellum, or some other printing surface. In modern printing, photomechanical plates are used to print both text and illustrations.

platform

Originally referred to a specific type of computer hardware architecture, but the term now includes both the hardware and operating system installed on the CPU, usually for a model or entire family of computers (*examples*: Windows, Macintosh, UNIX). *Cross-platform* refers to devices, application programs, and data formats designed to function on more than one type of computer system.

play

A literary work in prose or verse that presents a narrative in words and action intended for live performance on a stage by a cast of players. In the earliest known dramas, performed at religious festivals in ancient Greece, a clear distinction was maintained between comedy and tragedy. Plays are written for adults or children by a *playwright*, usually in one or more major divisions called acts. When published in collections, they are indexed by author, title, subject, and dramatic style in ***Play Index*** published by H. W. Wilson. Compare with screenplay. ***See also***: acting edition, closet drama, masque, melodrama, miracle play, morality play, mystery play, one-act play, teleplay, thesis play, and script.

In publishing, the emphasis or attention given a news story or article by virtue of its position in the publication (front or back), placement on the page (top or bottom), or

typographical treatment (*played up* or *played down*). Also, to operate any device designed to receive broadcast signals (radio or television) or reproduce sound recorded on any medium (phonograph record, audiotape, compact disc, videotape, etc.). ***See also***: playback.

playback
Any recording heard or viewed as soon as it is produced, usually to enable the performers, producers, etc., to evaluate its quality and select the version to be used for manufacture and distribution. In a more general sense, the reproduction of sounds and/or images from the medium on which they are recorded (phonograph record, audiotape, compact disc, videotape, DVD, etc.). A *playback device* is capable of reproducing audio and/or video, but is not designed for recording.

playing speed
In sound recording, the speed at which the carrier of a message recorded in a specific medium must be operated to reproduce the sound intended by the manufacturer, for example, 33 1/3 rpm for a long-playing phonograph record, or 1 7/8 ips for an analog audiocassette. Compare with projection speed.

playing time
The duration of a nonprint media item that requires equipment for playback (sound recording, motion picture, videorecording, DVD, etc.). In library cataloging, playing time is given under extent of item in the physical description area of the bibliographic record, as stated on the item. If not readily ascertainable, an approximate length is given.

playwright
The author of a dramatic work written to be read (closet drama) or performed live on a stage, whose name is entered in the statement of responsibility area of the bibliographic description of an edition of the work. The best-known example is William Shakespeare, whose plays are still performed and adapted around the world, more than 400 years after he wrote them. Synonymous with *dramatist*. Compare with screenwriter. ***See also***: director and performer.

plot
The organization of incidents or episodes in a narrative work (novel, short story, play, motion picture) in a sequence that unfolds to the reader or viewer the relationship between character and events. Most literary plots present a struggle between opposing forces leading to a conclusion or *denouement* in which the author employs an element of suspense to heighten dramatic effect. Complicated plots may include one or more subplots. To encourage patrons to read the original work, libraries do not as a rule purchase resources that provide synopses or plot summaries of literary works. ***See also***: setting.

plot summary
A concise account of the sequence of events or incidents in a fairly long narrative work (novel, play, epic poem, etc.). Most libraries do not, as a matter of policy, select series such as ***Cliff Notes*** and ***Masterplots*** which provide plot summaries of literary

works, because they are too easily used by students to avoid reading assignments. Synonymous with *synopsis*.

PLR

See: **P**ublic **L**ending **R**ight.

plug

A slang term used in the book trade to refer to a new book that does not sell. To "plug" a book is to attempt to boost sales and readership by praising its strengths and ignoring or downplaying its weaknesses. Such an endorsement may be unsolicited by the author or publisher. ***See also***: puff.

plug-in

An easy-to-install supplementary program that extends the capability of a major software package, for example, an application added to a Web browser to enable it to support a specific form of content (graphics and animation, audio, video, etc.). Although they are integrated into the main HTML file, browser plug-ins require a separate window. Click here to view the *Netscape* list of browser plug-ins.

ply

A single thickness or layer of paper or fiber, laminated or pressed together to build up heavier sheets, as in certain types of board. Thickness is normally indicated by the number of layers (2-ply, 3-ply, etc.). Also refers to one of the twisted strands that make up the sewing thread used in bookbinding.

pochoir

From the French word meaning "stencil." A method of hand illustration used primarily in deluxe editions in which color is applied by dabbing ink or paint on a sheet of paper, metal, or celluloid from which a design has been cut, to produce an uneven hand-crafted effect. The same technique can be used to add color to a preprinted design.

pocket

A receptacle for loose parts (supplements, maps, music parts, etc.) made from a piece of stiff paper or fabric pasted inside the front or back cover of a book. ***See also***: book pocket.

pocket computer

See: personal digital assistant (PDA).

pocket dictionary

A dictionary of the words of a language, published in inexpensive paperback edition. Most contain no more than 30,000 to 55,000 words and are small enough to be carried conveniently in a pocket. Some include a thesaurus (*example*: ***The Pocket Oxford Dictionary and Thesaurus***). Foreign language dictionaries are often published in small format for the convenience of students and travelers. Compare with desk dictionary.

pocket edition

A small, inexpensive portable octavo edition, usually no larger than 6 3/4 x 4 1/4 inches in size, called a paperback when bound in paper covers.

pocket part

A separately published supplement bound in limp or paper covers for insertion in a pocket inside the front or back cover of a previously published book. Pocket parts are used mainly to update law books and other reference works. Also refers to separately printed material, such as a map or music score, or to nonprint material (usually a floppy disk or CD-ROM), inserted in a pocket inside the cover of a book by the publisher. In library cataloging, the presence of a pocket part is indicated in the physical description area of the bibliographic record.

pocket volume

A binder's term for a book that has a cover made with an inside pocket to hold one or more unbound pocket parts, such as a printed supplement, map, CD-ROM, etc.

poetic license

The freedom of a writer of fiction to alter historical facts in the interest of producing a more interesting or compelling narrative, for example, Shakespeare's use of the Holinshed account of the murder of an earlier King Duff by Donwald as source material for the murder of Duncan in ***Macbeth***.

poet laureate

Literally, a poet "crowned with laurel." An honorific title and stipend, usually bestowed by a university or head of state on an eminent poet who is expected to compose poems commemorating dates and occasions of national importance, and is called upon to read or recite from his or her own works, and from the works of other poets, on special occasions.

Poet laureates were originally appointed for life as officers of the royal household in England where they were expected to compose poems for state occasions, but the post is now conferred mainly as a mark of distinction. In the United States, the Poet Laureate Consultant in Poetry is appointed annually by the Librarian of Congress and receives a stipend. Click here to view a list of English and American poet laureates.

poetry

A spoken or written work consciously created in metrical form by a speaker or writer who has a gift for imaginative and symbolic use of language. Also, the art of metrical composition, intended to express sublime thought and emotion, and give aesthetic pleasure through the ingenious combination of well-chosen words and rhythmic phrases (sound and sense). Poetry is classified by form (ballad, eclogue, elegy, epic, idyl, idyll, lai, limerick, lyric, ode, sonnet, etc.) and often published in anthology. Poems in collections are indexed by first-line, last-line, and title in ***The Columbia Granger's Index to Poetry in Anthologies***. Click here to connect to the *Poetry & Literature Center* at the Library of Congress. Compare with prose. ***See also***: poet laureate.

point

In printing, a unit of measurement created in 1737 by the French typographer Pierre Fournier, revised by Firmin-Didot in 1770, and formalized in the United States in the 1870's for indicating the body size (height and width) of type and other elements used in typography (rules, borders, etc.). One point equals approximately 1/72 or 0.013837 of an inch and one inch equals 72.25433 points. Before the point system was developed, descriptive terms were used for the various type sizes: nonpareil (6-point), brevier (8-point), pica (12-point), etc. Also, a unit for measuring the thickness of paper and board, one point equal to one-thousandth (1/1000) of an inch.

In historical bibliography and antiquarian book trade, a specific characteristic or peculiarity of printing or binding (usually a minor defect or error) by which copies of a first edition can be distinguished, or priority of issue established within an edition that has undergone multiple printings. ***See also***: fingerprint.

pointille

From the French verb *pointiller* meaning "to mark with dots." In hand bookbinding, a form of tooling used in leather-bound deluxe editions to produce delicate designs composed of tiny, closely spaced dots, usually highlighted in gold.

point of access

See: access point.

point of service

See: service point.

point-of-use instruction

An explanation of how to use a specific resource or research tool (catalog, printed index, abstracting service, bibliographic database, etc.), provided to a library user orally, online, or in print at the time and place assistance is needed, usually by a public services librarian or other trained expert. ***See also***: help screen.

polaire

The sturdily-made leather sachel or case used by monks, scribes, and other literate persons of the medieval period for transporting manuscript books. Most were plain, but those custom-made for persons of wealth or prominence sometimes bore an ensignia or other distinctive design stamped in relief.

polarity

The relationship of the colors or tones of a photographic image to those of the actual object or scene captured on film--*positive* if the image reflects the original, *negative* if the colors/tones are reversed. A bibliographic item composed of more than one photographic image may have *mixed polarity*. The term is also used in reprography to describe the reversal of tones from positive to negative, or vice versa.

polemic

An argument or debate on a controversial subject. Also refers to a person inclined to argument or debate. A skilled debater or writer of polemical works is a *polemicist*. The art or practice of disputation is called *polemics*.

political correctness (PC)

A term that came into widespread use during the early 1990's to describe the influence of liberal political views on American culture, particularly speech and other forms of social behavior, for example, the replacement of the title "chairman" with "chairperson" to avoid the appearance of gender discrimination (this particular problem has not arisen in the library profession because the term "librarian" is gender-neutral). In literary studies, the debate centered around whether to abolish the traditional canon, dominated by works written primarily by males of European descent. Some universities have side-stepped this dilemma by making the debate over political correctness part of the curriculum.

political map

A map showing the political boundaries of nations and states, the political affiliations (formal or informal) of people living within a given geographic area, official names of capital cities, voting districts, etc.

political name

The legally designated name of a geographic feature, location, area, or public entity, which may change as governments change (*example*: St. Petersburg to Petrograd to Leningrad to St. Petersburg). Compare with geographic name.

poll

Statistical data produced by surveying selected individuals on their opinions concerning an issue or event, usually reported by the institution that conducted or commissioned the survey, for example, the annual ***Gallup Poll*** of American public opinion, available in the reference section of large public and academic libraries. Sampling methods can influence results.

polyester

A clear, flexible plastic, used as a base in photographic film, for encapsulation, and to protect book covers. Polyester is chemically stable, has high tensile strength, and is very resistant to moisture and other chemicals. Trade names are Mylar and Melinex.

polyethylene

A chemically stable, somewhat flexible, translucent waxy plastic with a low melting point, used in conservation to protect brittle paper because it is resistant to acid. Also used as a coating in papermaking to provide finish and add strength. Less expensive than polyester. Non-biodegradable.

polyglot

A book or series of books containing the same text in several languages, sometimes arranged in parallel columns across facing pages. The polyglot Bibles first published in the 16th century are a prime example. ***See also***: parallel title and polyglot dictionary.

polyglot dictionary

A list of the words of a language with a translation of each word into two or more other languages (*example*: ***The Multilingual Dictionary of Printing and Publishing***

edited by Alan Isaacs). Polyglot dictionaries are usually shelved in the reference section of a library. Compare with language dictionary.

polypropylene

A stiff, hard, heat-resistant, chemically stable plastic that can be extruded and cast. It has better clarity than polyethylene and less static charge than polyester. Polypropylene self-adhesive protective book covers can be ordered from library suppliers, pre-shaped, with peel-off paper backing. Also used as an additive in papermaking. Non-biodegradable.

polysemy

Having multiple meanings, some of which may overlap. By way of example, the *Oxford English Dictionary* gives fourteen definitions of the word "power." In cataloging and indexing, a parenthetical qualifier is usually added to a polysemic subject heading or descriptor for semantic clarification, as in the Library of Congress subject headings **Power (Electronics)** and **Power (Social sciences)**. ***See also***: homograph.

polyvinyl acetate (PVA)

A transparent, water-based chemical adhesive used in bookbinding to produce a very strong bond. Applied cold, it is allowed to dry naturally for maximum strength and flexibility. PVA is not as strong as hot-melt adhesive, but it is more flexible, longer-lasting, and more resistant to cold-crack. For these reasons, it is used in Otabind binding.

polyvinyl chloride (PVC)

A form of plastic that has high chemical resistance but is not chemically stable. Because it emits hydrochloric acid as it ages, it has very limited application in the preservation of documents made of paper. The volatile plasticizers that make it flexible are hazardous to humans. Non-biodegradable. Abbreviated *vinyl*. Compare with polyester.

popular edition

An edition of a book printed on poorer quality paper than the trade edition, sometimes without illustrations and in a less sturdy cloth or softcover binding, usually sold at a lower price. Some book club editions fall into this category.

popular fiction

Serious works of narrative fiction, widely read when first published and superior in quality to pulp fiction, but not as enduring as literary fiction (*example*: the novels of Catherine Cookson). ***See also***: bestseller.

popular name

A shortened or simplified form of the official name by which a company, government agency, or other corporate entity is known (*example*: "the Fed" for Federal Reserve Board).

popular press

A publishing house that issues publications for the mass market, sold at news stands

and in supermarkets and chain stores. Compare with trade publisher. ***See also***: mass-market paperback.

popular reference book

A reference book intended primarily for the general reader, as opposed to one published mainly for use in libraries and related institutions. Unlike specialized reference works which must be ordered from the publisher, popular reference titles are sold retail in trade bookstores. The category includes almanacs, desk dictionaries and thesauri, foreign language dictionaries, world atlases, road atlases, medical guides and encyclopedias, field guides, income tax guides, etc.

pop-up book

A form of novelty children's book containing cut-out illustrations ingeniously folded so that they spring up in three dimensions from the surface of the page when the book is opened, and fold back down when the page is turned or the covers are closed. Because they require special assembly, pop-up books are usually more expensive than standard children's picture books.

pornography

From the ancient Greek *porne* ("prostitute") and *graphos* ("writing"). Works of no artistic value in which sexuality is depicted with the conscious intent to arouse sexual desire. The terms *soft core* and *hard core* indicate degree of licentiousness. Ownership is limited to private and special collections. Compare with erotica and obscenity. ***See also***: banned book, censorship, and expurgated.

port

A physical connection on a computer or network device, usually in the form of a socket, that allows data to be received from and transmitted to an external device. The number of available ports may determine the number of simultaneous users who may access a system such as an online catalog or bibliographic database. Most libraries reserve a fixed number of ports for local use. Any remaining ports are made available for remote access.

portability

The capacity of an operating system, programming language, or application program to operate independently of a specific hardware platform, usually achieved by designing a different version for each platform, or by building in mechanisms for switching between platforms or converting from one type of machine to another.

Portable Document Format (PDF)

The format used for page description in the *Adobe Acrobat* document exchange program. In *Acrobat*, the *PDF Writer* converts most DOS, Windows, UNIX, and Macintosh data files into PDF format. Since the original fonts are embedded in the PDF file, there is no need to install them on the receiving machine. With *Adobe Acrobat Reader* installed at the receiving end, PDF files can be displayed and printed in original format.

In full-text bibliographic databases, a "native PDF" file is received in a digital format

from the publisher, reproducing the appearance of the original text and images with a high degree of clarity. A "scanned PDF" file is created by running a print copy of the text through a high-quality scanner. The result is then examined closely for legibility.

portal

Originally, a general purpose Web site, offering a wide variety of resources and services, such as news, weather, directory information, Web searching, free e-mail accounts, chat groups, mailing lists, online shopping, and links to other Web sites (*example*: America Online). However, the term is increasingly applied to Web sites that offer such services only within a particular industry, occupation, or field (*example*: AcqWeb). ***See also***: library portal.

portfolio

A container designed to hold loose papers, such as drawings, prints, photographs, diagrams, illustrations, manuscripts, etc., consisting of two rigid boards joined at the spine by a wide band of cloth, with ties attached to the fore-edge and sometimes to the other edges to prevent sheets from sliding out. Also refers to the contents of such a case.

In art, a collection of the original works of an artist, usually selected to illustrate range of talent. The term is also used in reference to the entire body of an artist's work.

In business, a comprehensive list of all the securities (stocks, bonds, etc.) owned by an investor or financial institution. Publicly held corporations are required by law to disclose such holdings.

portrait

The representational likeness of a person (especially the face), photographed or drawn, painted, or sculpted from life. Most full-length biographies and some biographical reference works include at least one portrait of the *biographee*. Abbreviated *port.* Compare with caricature. ***See also***: author portrait.

In publishing, an illustration, leaf, or book of a height approximately 25% greater than its width, the norm in printed publications. Synonymous in this sense with *long way*. Compare with oblong. ***See also***: narrow and square.

position

The duties for which an employee is responsible in an organization, usually described in detail in the position description used in the hiring process, along with the minimum qualifications considered necessary for satisfactory performance. In libraries, a position usually corresponds to a specific function or group of related functions (*cataloger*, *instruction librarian*, *interlibrary loan assistant*, etc.) and is associated with a specific rate or range of compensation. As functional needs change, so do the duties and responsibilities required of a specific position. *Digital services librarian* is an example of a comparatively new position. Compare with rank.

position description

A written statement providing a general description of the duties and responsibilities associated with a specific position in an organization, the minimum qualifications

considered necessary for satisfactory performance, and the rank, compensation, and benefits which the prospective employer is prepared to offer, for use in hiring. Compare with job description.

position title

The official name associated with a set of duties and responsibilities within an organization, assigned to an employee at the time of hiring. Each library or library system develops its own set of titles for professional positions, which typically include: access services or circulation librarian, acquisitions librarian, archivist, bibliographer, cataloger, children's librarian, collection mangement specialist, digital or online services librarian, instruction librarian, media specialist, outreach services librarian, reference librarian, serials librarian, systems librarian, young adult services librarian, library director, etc. As functions are added and dropped, a position title may be changed to reflect current conditions, usually at the time a new person is hired to fill the position.

post binding

A form of expandable loose-leaf binder in which screw posts, usually made of metal or plastic, are inserted through holes pre-punched in the leaves to allow them to be individually added or removed. Often used for materials that require regular updating. Post bindings do not open flat as do ring bindings.

postcard

A picture, photograph, or collage of images, with or without accompanying text or caption, printed on card stock and intended for delivery by post, usually with space on the back for the sender to fill in the name and street address of the recipient and add a brief message. Postcards are usually of standard size (4 x 6 inches in the U.S. and most other countries) but panoramic landscapes may require a larger format. Considered ephemera, postcards are sometimes archived with the memorabilia of important individuals. Very old or rare postcards, and those commemorating important historical events, may be of value to collectors. Libraries catalog postcards as graphic materials.

post-coordinate indexing

A method of indexing in which the subject headings or descriptors assigned to documents represent simple concepts which the user must combine at the time of searching to retrieve information on a complex subject (*example*: "Annotation" + "Bibliography" for "Annotated bibliography"). Synonymous with *coordinate indexing* and *post-coordination*. Compare with pre-coordinate indexing. ***See also***: syntax.

postdated

An item bearing a publication date *later* than the actual date of publication. In *AACR*, the date given on the item is used in cataloging even if it is known to be incorrect, and the correct date is added in square brackets (*example*: **1959 [1958]**), with an explanatory note if necessary. The opposite of *antedated*. Also spelled *post-dated*.

poster

A large single sheet of heavy paper or cardboard, usually printed on one side only,

with or without illustration, to advertise a product/service or publicize a forthcoming event (meeting, concert, dramatic performance, etc.), intended for display on a bulletin board, kiosk, wall, or other suitable surface. Poster design is a branch of the graphic arts made famous by the 19th century French artist Henri de Toulouse-Lautrec and his contemporaries. Synonymous with *placard*. Compare with handbill. ***See also***: ephemera.

posthumous

A work published for the first time after the death of the author. Works left unfinished at the time of an author's death may be continued by another writer, for example, the completion of Dorothy L. Sayers' unfinished detective novel ***Thrones, Dominations*** by Jill Paton Walsh (1998). ***See also***: redaction.

posting

The assignment in cataloging of a heading to an item in a library collection, or a descriptor to a document in indexing, based on its content, form, or other distinguishing feature. In some subject thesauri, the number of times an authorized term has been assigned is indicated in a postings note included in the entry for the term.

postings note

A note added in the entry for a descriptor in a thesaurus of indexing terms, indicating the number of times the term has been assigned as a major or minor descriptor to documents indexed, usually since its addition to the authorized list. The note gives the user some idea of the number of entries a search for the term is likely to retrieve. A small number of postings might suggest a search strategy that includes related terms or even broader terms; a large number might suggest the substitution of one or more narrower terms.

postliminary matter

See: back matter.

postscript

A sentence or paragraph following the signature at the end of a letter, or a note written or printed at the close of a composition, conveying a further thought or additional information. In a letter, the postscript usually follows the abbreviation *PS*. In a more general sense, any comment or remark appended as an afterthought in speech or writing.

post-test

A quiz or test administered to students following instruction in a specific library skill, to assess the effectiveness of pedagogical methods. Ideally, it is administered in conjunction with a pretest for purposes of comparison.

potboiler

A literary work written primarily to earn money for the author and publisher ("to keep the pot boiling"). Such works are usually of little or no artistic merit, but financial pressures are rarely absent from the consideration of writers who have no other source

of income, particularly in the early stages of a literary career. The problem with publishing such works at the beginning of a career is that once the author earns a reputation for producing popular works, any future attempt at serious writing is likely to be met with skepticism by reviewers, unless a pseudonym is used.

pouncing

Smoothing a new piece of parchment with a pumice stone to prepare the surface for writing, or using the same abrasive technique to remove writing from a previously used piece of parchment, so that another text can be written on it. The result of the erasure is called a palimpsest.

power down

To turn a computer off at the power switch. Because RAM chips require electrical power, data will be lost when a computer is powered down unless it is saved to a storage medium (hard disk, floppy disk, etc.).

practicum

A limited period of hands-on work in a library or other information service agency, structured to provide an opportunity for a novice to relate theory to practical experience, usually in the student's field(s) of specialization. Compare with internship.

praeses

The faculty moderator in a formal academic disputation, responsible for proposing the thesis which the degree candidate (respondent) must defend or oppose. The praeses is expected to participate with a panel of other faculty members in the ensuing debate.

preamble

From the Latin *prae* ("before") and *ambulare* ("to go"). An introductory statement or preface to a written document, especially a statute or constitution, stating its purpose. One of the best-known examples is the *Preamble to the United States Constitution* which establishes the basic principles on which American government is based.

prebinding

See: pre-library binding.

precedence order

In Dewey Decimal Classification, the order indicating which one of two or more numbers is to be chosen when the numbers represent different characteristics of a subject that cannot be shown in full by number building. A note (sometimes containing a table of precedence) always indicates which characteristic is to be selected for works covering more than one characteristic. When the notation can be synthesized to show two or more characteristics, it is a matter of citation order (*DDC*). Synonymous with *order of precedence*.

precis

A concise abridgment or summary that captures the essential thought(s) or idea(s) expressed in a longer work, and retains something of the original tone and spirit.

See also: **PRE**served **C**ontext **I**ndexing **S**ystem (PRECIS).

precision

In information retrieval, a measure of search effectiveness, expressed as the ratio of relevant records or documents retrieved from a database to the total number retrieved in response to the query, for example, in a database containing 100 records relevent to the topic "book history," a search retrieving 50 records, 25 of which are relevant to the topic, would have 50% precision (25/50). Synonymous with *relevance ratio*. Compare with recall.

preconference

A mini-conference scheduled in advance of a longer conference, usually on the preceding day (or days) for attendees who wish to spend additional time meeting with colleagues. Most preconferences are organized around a central theme which may or may not be related to that of the main conference. The theme is usually addressed by a panel, rather than a keynote speaker, with break-out sessions on related topics. *Preconferees* are normally charged an additional fee at registration.

pre-coordinate indexing

A method of indexing in which multiple concepts are combined by the indexer to form subject headings or descriptors assigned to documents to facilitate the retrieval of information on complex subjects (*example*: "Libraries and the blind--United States--Directories" instead of "Libraries" + "Blind" + "United States" + "Directories"). Synonymous with *pre-coordination*. Compare with post-coordinate indexing.

predominant name

In authority work, when a person or corporate body is known by more than one name, entry is made under the most commonly known name, whether it is the real name or a nickname, pseudonym, shortened name, or other form. Under this rule, the works of Samuel Langhorne Clemens are cataloged under **Twain, Mark**. In *AACR2*, the predominant name is that which occurs most frequently in a person's works or the works issued by a corporate body, or in reference sources, in that order of preference. If no predominance is found, the latest form is used.

preface

A preliminary statement at the beginning of a book, usually written by the author, stating the origin, scope, purpose, plan, and intended audience of the work, and including any afterthoughts and acknowledgments of assistance, usually in the final paragraphs. When written by a person *other* than the author, the preliminary statement is called a foreword. Abbreviated *pref*.

The preface or foreword is distinct from the introduction which addresses the subject of the work and prepares the reader for the treatment to follow. When a new edition is published, the preface may be rewritten to alert the reader to the extent of additions or changes in the text, but the introduction usually remains unchanged. The preface or foreword normally follows the dedication and precedes the introduction in the front matter of a book.

preferred term

In an indexing language, a descriptive word or phrase selected as an authorized subject heading or descriptor to represent a discrete subject or concept. For the convenience of the user, cross-references to the preferred form are made from synonyms and closely related terms, making materials on the same subject accessible at a single point in the catalog, index, or bibliographic database. Preferred terms and cross-references are usually listed in a printed or online thesaurus to assist users in planning search strategy. ***See also***: controlled vocabulary.

prefix

The code at the beginning of an Internet address that indicates the Internet protocol of the resource located at the address. There are *six* main prefixes:

ftp:// - FTP directory of downloadable data or program files
gopher:// - Gopher server
http:// - World Wide Web page
mailto: - Electronic mail (e-mail)
news: - Usenet newsgroup
telnet:// - Application program running on a remote host

In a more general sense, any syllable or group of syllables which, added at the beginning of a word, changes its meaning or creates a new word. In the word *prefix*, "pre" is a Latin prefix meaning "before."

prelibrary binding

The binding of new books to meet a higher standard of durability than the normal hardcover publisher's binding. A graphic design similar to that of the original binding is usually preserved on the front cover. In public libraries, *prebinding* is used extensively for children's books which must withstand heavy wear. Standards for prebinding, issued by the Library Binding Institute, include oversewn sections, a rounded and backed spine, and hinges made of cloth instead of paper. Directory information on prebinders is available in the annual reference serial *Literary Market Place*. Compare with library edition. ***See also***: Bound To Stay Bound.

preliminaries

A shortened form of *preliminary matter*. ***See***: front matter.

preliminary edition

An edition issued by the publisher prior to the final edition, sometimes to allow time for criticism of the text before the final version is published. In *AACR2*, the title and publication date of a preliminary edition are given in the note area of the bibliographic description of the final edition. Synonymous with *provisional edition*.

prelims

An abbreviation of *preliminaries*, a shortened form of *preliminary matter*. ***See***: front matter.

premium book

A book given as a reward for action taken by the recipient, such as becoming a member of a book club. Also refers to a book or other item offered as an inducement, for example, to order a certain volume of materials. Librarians apply the same selection criteria used in evaluating materials for purchase.

pre-order searching

In acquisitions, work done by a bibliographic searcher prior to ordering an item, including a search of the library catalog for duplicate and related titles; verifying the name of the publisher and/or distributor, price, availability, and standard number; and locating other pertinent information (terms of licensing agreement, restrictions on use, etc.).

prepaid

See: prepayment.

prepayment

In purchasing, an order for which full payment must be made in advance of shipment, usually with the purchase order rather than in response to an invoice. If the order is canceled or the merchandise is returned in compliance with the seller's return policy, a credit may be issued. Small independent vendors and electronic retailers are more likely to require prepayment than large publishers and book jobbers. Most journal publishers require prepayment before beginning a new subscription.

prepayment discount

See: discount.

preprint

A portion of a work printed and distributed for a special purpose in advance of the publication date announced for the whole, for example, an article to be published in a periodical or a work selected for inclusion in an anthology or collection. Also, a paper preapred for presentation at a conference, printed in multiple copies in advance of the conference date, usually for distribution to participants and other interested persons. In some academic disciplines, preprints are an important medium of scholarly communication. Also refers to a few copies of an author's manuscript produced by a method such as xerography for circulation within the office of the publisher, usually to facilitate reading, evaluation, and editing.

Also refers to an advertising insert printed by a manufacturer to be included in a periodical, sometimes designed to accommodate local copy, such as the names and addresses of sales outlets located in the area of circulation.

preprocessing

One or more steps in physical processing, completed before a new bibliographic item is shipped by the seller to the ordering library.

prepub

See: prepublication.

prepublication

An adjective referring to activities that occur *before* a work is published, for example, an offer by the publisher of a prepublication price on advance orders of a book or other item.

prepublication discount

A discount or reduction in the list price of a new book or other publication, offered by the publisher on orders placed before the publication date, to encourage advance orders. Compare with prepublication price.

prepublication price

The price at which a book or other publication is sold if ordered before a specified date in advance of the publication date, after which it is sold at the higher list price. Expensive multi-volume reference sets may be offered to libraries by the publisher at a substantially lower price several months before the publication date as an inducement to order. Compare with introductory price and prepublication discount. ***See also***: expiration date.

prequel

A work of fiction (usually a novel) complete in itself, which extends the narrative back in time from the beginning of a previously published work, retaining at least some of the same characters, although the action may occur in a different setting (*example*: ***Mossflower***, prequel to ***Redwall*** by Brian Jacques). A prequel may be written by a person other than the author of the work on which it is based (***Gertrude and Claudius*** by John Updike). In a more general sense, anything that precedes, especially a preceding sequence of events. The opposite of sequel.

prerecorded message

A telephone message recorded in advance for automatic playback when no one is present or able to answer a call. Libraries often use a prerecorded message when the facility is closed to inform callers of library hours, and sometimes when open to direct calls to the appropriate service desk.

presentation copy

A copy of a book bearing a presentation inscription, usually written spontaneously by the author or illustrator on the flyleaf. When the inscription is requested by the recipient, the book is an inscribed copy.

presentation software

Application software designed to assist a presenter in preparing text and/or graphics for visual display via a computer attached to an LCD projector (*example*: ***PowerPoint***). The graphic quality of such presentations is usually superior to overhead transparencies, but a well-prepared speaker brings backup to use in the event of machine or network failure. Presentation software is becoming more common in bibliographic instruction, particularly in academic libraries as instruction librarians become proficient users.

preservation

Prolonging the existence of library and archival materials by maintaining them in a

condition suitable for use, either in their original form or in a form that is more durable, through retention under proper environmental conditions and actions taken after a book or collection has been damaged to prevent further deterioration. Single sheets may be encapsulated or laminated for protection. Materials printed on acid paper may be deacidified if their value warrants the expense; however, when the original has deteriorated beyond the point of salvation, conversion to a different format may be necessary. Publications with soiled or foxed leaves are sometimes washed in rebinding. Materials infected with mildew or mold require fumigation. Rare books and manuscripts are usually stored in a darkened room in which temperature and humidity are strictly controlled. Click here to learn more about preservation at the Library of Congress. *Preservation of Library & Archival Materials: A Manual* (1999) by Sherelyn Ogden is available online from the Northeast Document Conservation Center. Compare with conservation. ***See also***: digital preservation.

preservation photocopy

A facsimile of a written or printed document, reproduced on a high-end photocopy machine according to strict criteria, usually when the condition of the original has deteriorated and the content is worth preserving in the same form. The paper on which such a copy is made must meet ANSI standards for permanence and durability (Z39.48). If the document is a book, the leaves should be bound according to ANSI standards for library binding (Z39.78). The facsimile should bear a statement clearly identifying the item as a copy. If the original is of "poor quality," its condition may also be noted. Click here to connect to the Library of Congress webpage on preservation photocopying, adapted from the *ALA Guidelines for Preservation Photocopying of Replacement Pages*.

Preserved Context Indexing System (PRECIS)

A computer-assisted indexing system developed and used since 1971 in the *British National Bibliography (BNB)*, **PRECIS** is also used by library services in Canada and in the *Australian National Bibliography*. In contrast to the Library of Congress subject headings used by libraries in the United States, **PRECIS** attempts coextensive entry.

presidential library

A special library housing the papers of a former president of the United States (since Herbert Hoover) and documents pertaining to his term of office, usually located in or near the president's place of birth or residence prior to election. Although funds for the construction of presidential library facilities are provided by private donors, the National Archives and Records Administration operates and maintains them as research libraries. Click here to connect to the NARA list of presidential libraries with homepages.

press

A general term for the news media that traditionally included only print sources (newspapers and news magazines) but has expanded to include news services and radio and television broadcasting. A *press corps* is a body of reporters who cover breaking news, usually from a particular location (*example*: the White House). ***See***

also: press release.

Also used in the same sense as "publisher" (*example*: **Oxford University Press**), to refer to the publishing industry in general (*example*: popular press), and as a shortened form of the term printing press.

Also refers to the initial response of reviewers to a new book or creative work, which may have an effect on public demand in bookstores, libraries, theaters, etc. Press can be "bad" (panned), "good" (well-received), or "excellent" (laudatory).

pressboard
A highly glazed form of paperboard, used when strength and rigidity are required of comparatively thin board because it is very dense and tough. Made from rag or chemical wood pulp, it is less acidic than board made from mechanical wood pulp.

press clipping service
An organization in the business of collecting copies of reviews, articles, columns, photographs, etc., published in newspapers and magazines about authors, prominent people, news events, or other topics of interest to clients who pay a fee to receive them on a regular basis.

press conference
A formal meeting to which members of the press are invited to hear an announcement or statement concerning an important event, project, topic, or development which the sponsors of the meeting wish to see publicized in the media. The attendees are usually given the opportunity to question the spokesperson(s) closely. Library associations and large libraries sometimes schedule press conferences to publicize major initiatives. Compare with press release.

press release
An official or authoritative statement of news or other information, intended for publication in a newspaper or news broadcast, or for dissemination via some other news medium, usually written and issued by a press secretary or public relations office, giving the point of view of a person, company, or organization on a current event or situation. Synonymous with *news release*. ***See also***: press conference.

press run
The number of copies of a publication that are to be printed at any one time, usually more than the binding order calls for, to allow for spoilage. Also spelled *pressrun*. ***See also***: overrun and underrun.

pressure group
An organized group that attempts to influence a library's policies or practices, usually to secure the removal of items considered objectionable by its members, or the addition to the collection of materials that advocate or substantiate its point of view on a controversial political or social issue. Public libraries in the United States are frequent targets because they are supported by public funds and serve a diverse clientele. A carefully worded collection development policy is a library's best defense against threats to intellectual freedom.

pressure-sensitive

An adhesive designed to work by means of gentle compression, which may or may not allow the material to be easily removed from a surface once it has adhered.

pretest

A quiz or test administered to students prior to receiving instruction in the use of the library, to assess their entry-level knowledge and identify deficiencies that need to be addressed. Ideally, a pretest is administered in conjunction with a post-test, for the purpose of comparison.

preventive maintenance

The cost-effective practice of regularly checking equipment and making minor repairs as needed to prevent more serious problems from developing.

preview

A private showing of a motion picture or exhibition to a limited audience in advance of the official public release or opening date. Also refers to a brief sequence of scenes taken from a motion picture, to be shown in a movie theater, on television, or on videotape, DVD, etc., to advertise the work as a coming attraction. Also spelled *prevue*. ***See also***: trailer.

price

The amount actually paid by a library for a specific item after any discount is deducted, as stated on the invoice, not including the cost of shipping. Price is entered in the order record, and also in the item record to facilitate billing if the item is lost or damaged beyond repair after the order record has been purged. ***See also***: average price.

price clipped

The condition of a hardcover book from which the list price printed on the front flap of the dust jacket has been snipped off.

price guide

A publication that gives current prices of rare books and manuscripts, as well as books that are comparatively scarce, usually because they are out of print. The information is usually based on prices paid at book auctions (***American Book Prices Current***) or asked in dealer catalogs (***Bookman's Price Index***).

price resistance

The point at which the value of a book or other item is perceived by prospective buyers to be lower than the stated price. Under normal conditions, the customer will decide not to purchase, or postpone purchase until the price comes down. Library continuation orders and approval plans may state a maximum price not to be exceeded for a specific category of item.

primary author

The author whose name appears first on the chief source of information in the case of a work by two or more joint authors, in whose name the main entry is made in library

cataloging. Added entries are made under the names of each of the other authors.

primary journal

A scholarly journal devoted to disseminating the results of original research in the field(s) or discipline(s) it covers (*example*: ***Journal of Experimental Psychology***).

primary letter

A letter of the roman alphabet that does not have an ascender or descender (**a**, **c**, **e**, **m**, **n**, **o**, **r**, **s**, **u**, **v**, **w**, **x**, and **z**). ***See also***: x-height.

primary source

In scholarship, a document or record containing first-hand information or original data on a topic, used in preparing a derivative work. Primary sources include original manuscripts, periodical articles reporting original research or thought, diaries, memoirs, letters, journals, photographs, drawings, posters, film footage, sheet music, songs, interviews, government documents, public records, eyewitness accounts, newspaper clippings, etc. Compare with secondary source and tertiary source.

primary values

In archives, the values of records for the purpose(s) and activities for which they were created. Compare with secondary values.

primer

Originally, a prayer book. Later, a book for written for young children to teach them how to read and spell. Synonymous in this sense with *Dick and Jane book*. ***See also***: abecedarium, battledore, and horn book.

In a more general sense, any book that gives the first principles of a subject or basic instruction for beginners.

princeps edition

See: first edition.

print

To transfer an inked image or text from blocks, type, or plates onto a sheet or roll of paper, or onto some other printing surface, by the application of pressure. Also refers to the result of such a process, whether it be a string of characters on a page, or an entire page of text and/or illustration. Also used as a generic term for the medium of print, as opposed to nonprint media. ***See also***: offprint and preprint.

Also refers to a copy of a picture (mounted or unmounted) made by any printing process. An *art print* is an original drawing, woodcut, etching, engraving, lithograph, or photograph transferred to the medium of print from a plate cut by the artist. Prints made from the same plate may vary in quality. In photography, a copy of a photograph made on paper from a negative. In cinematography, a copy on film of a motion picture.

printer

The person or firm that prints a book, pamphlet, periodical, or other document, as

distinct from the publisher who issues the item and the bookseller who offers it for sale. In early printed books, the printer and publisher were often the same, but in modern book production, the two functions are almost always performed by separate establishments.

Also refers to a mechanical or electronic device that produces printed copies of a document, including computer peripherals designed to produce hard copy output. The most common types are laser printers, dot-matrix printers, and ink-jet printers.

printer's copy

The manuscript version of a work, used as the model for setting the type used in a printed edition. Survival of such copies is rare, but when properly authenticated, they can be of considerable interest to scholars engaged in textual bibliography and criticism.

printer's flower

A small graphic printer's ornament in the form of a flower or piece of foliage, which can be repeated to form a decorative border on a page or sheet. Synonymous with *fleuron* and *floret*.

printer's ornament

Type matter used by a printer to add touches of embellishment to a text, including arabesques, borders (plain and fancy), flowers, headpieces, rules, etc.

printing

The production of identical copies of written or graphic material by means of a printing press or other mechanical device. Printing began in Germany in the mid-15th century with the invention by Johann Gutenberg of movable type and spread rapidly throughout Europe, replacing manuscript books as the primary medium of written communication. Compare with reprography and xerography. ***See also***: letterpress, offset, typography, and American Printing History Association.

Also refers to all the copies of a book or other publication printed at one time in the same pressrun. A copy of the first printing of the first edition of a work is usually of greater value to book collectors than a copy of a subsequent printing, in comparable condition. Also refers to the art of hand-lettering made to look like printed letters.

printing press

A machine designed to make impressions from an inked plate or block, or from type, on paper or some other printing surface. The modern printing press was invented at Mainz, Germany in about 1456 by Johann Gutenberg whose first publication was a 42-line Bible known as the *Gutenberg Bible*. The invention spread rapidly throughout Continental Europe and to the British Isles, becoming well-established by the 1480's. It put ownership of books withing the reach of people who had previously been unable to afford hand-copied reading material. ***See also***: chase, forme, letterpress, and offset.

print master

In microfilm, a second generation negative made directly from the master negative,

used to make service copies. The print master is usually stored under controlled conditions in a separate location.

printout
Text, images, or other data from a computer file, printed as output on paper or some other printing surface, using a peripheral device called a printer. Compare with hard copy.

prior publication
A work submitted to a publisher after it has already been published, usually in a different form, for example, an article initially published in a journal, later submitted by the author as a chapter in a book. Whether electronic theses and dissertations constitute prior publication is an issue currently in debate. The policy of a publishing company with regard to prior publication is usually stated in its guidelines for contributors.

prison library
See: correctional library.

privacy
The right of an individual (or group) to keep information about personal and professional life from disclosure, especially to government and commercial enterprises, and to remain free from surveillance except as authorized under provisions of law. In the *ALA Code of Ethics*, librarians and library staff are encouraged to "protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." Many libraries in the United States have decided as a matter of policy not to retain circulation records for materials returned by the user, to prevent misuse of such information. ***See also***: information law.

private library
A library of any size which is not supported by public funds, especially one owned by an individual or family for personal enjoyment, or by a private club, corporation, or foundation. Historically, large private collections have been the nucleus of many academic, research, and national libraries. Examples include the private collection of Thomas Jefferson acquired by the Library of Congress and the personal library of financier Pierpont Morgan, founder of the Pierpont Morgan Library in New York City.

privately printed
In the antiquarian book trade, works printed but not offered for sale to the general public, usually intended solely for private distribution. The term is also applied to publications issued by a private press. Such works normally come to public attention when they are offered for sale in a book auction.

private press
A small printing establishment, often operated by a single person, offering limited editions at the discretion of the owner. The results are usually of fine quality and,

when offered for sale, may not be distributed through regular market channels. A prime example is the Kelmscott Press founded in England in 1891 by William Morris, leader of the 19th-century English revival of the art and craft of bookmaking. Compare with vanity publisher.

privatization

The contracting out of library services under an agreement that transfers control over policy decisions and management of collections and services from the public to the private sector, usually to an external agency that operates on a for-profit basis. Compare with outsourcing.

problem patron

A user whose behavior disrupts the normal functioning of a library, for example, a person whose actions annoy others (staring, harassment, talking on cell phones), who exhibits aberrant behavior (mental and emotional disturbances, influence of drugs or alcohol, etc.), who engages in illegal activities (vandalism, theft, sex offenses, or who uses the library for purposes other than reading and study (socializing, soliciting, sleeping, bathing). Most larger libraries in the United States have installed security systems to prevent theft. Public libraries plagued with persistent problem patrons may hire a security guard to police the premises during hours when the library is open. Academic libraries usually call upon the campus police if necessary. ***See also***: pyro-patron.

procedure manual

A systematic list documenting the tasks involved in a specific job, sometimes including a description of the manner in which they are to be performed, given in sufficient detail that after careful reading, someone unfamiliar with the job is able to perform basic functions with a minimal amount of assistance. Procedure manuals are often maintained in loose-leaf format to facilitate revision. Compare with employee handbook.

proceedings

The published record of a conference, congress, symposium, or other meeting sponsored by a society or association, usually but not necessarily including abstracts or reports of papers presented by the participants. When the entire text of the papers presented is included, the result is called transactions. Conference proceedings are indexed worldwide in ***ProceedingsFirst***, an online database available in OCLC *FirstSearch*. Abbreviated *proc*.

processing

Everything done to a bibliographic item after it is acquired by a library, before it is placed on the shelf, including accessioning, cataloging, stamping, labeling, numbering, jacketing, etc. In some libraries, items in process are identified as such in the online catalog. The user may request that processing be expedited if an item is urgently needed. Compare with technical processing.

processing center

See: centralized processing.

procrastination

Putting off until tomorrow work that can and should be done today, sometimes with serious or vexing consequences for oneself and others. Persons overloaded with paperwork are particularly prone to this affliction.

producer

The person(s), company, or agency primarily responsible for determining the form and content of a media item such as a motion picture or television program, usually listed in the credits at the beginning or end of the work. The producer is also responsible for financing and making arrangements for the manufacture of the final product, and for promoting it in the market place. Synonymous in this sense with *production company*. Abbreviated *prod*. Compare with distributor.

Also, the organization responsible for creating the content of a machine-readable data file such as a bibliographic database, usually indicated on the welcome screen, not necessarily the same as the vendor that markets and provides access to the product.

production company

See: producer.

professional book

A book intended to be used by members of a profession in the course of their work or in continuing education (*example*: ***Countdown to a New Library: Managing the Building Project*** by Jeannette A. Woodward). Books for the library profession are reviewed in a separate section of *Library Journal* and *Booklist*. Because professional books appeal to a limited audience, press runs tend to be small and they are sold at a short discount.

professional development

Further study undertaken during employment by a person trained and educated in a profession, sometimes at the initiative of the employer, but also through voluntary attendance at conferences, workshops, seminars, or enrollment in post-graduate courses, particularly important in professions that have a rapidly changing knowledge base. Compare with in-service training.

professionalism

Exercise of a high standard of trained judgment in meeting the needs of the clients or users of a service. In most countries, professional qualifications are awarded by the leading professional association, on the expectation that competencies will be maintained through continuing development of knowledge and skills. In most professions, standards are reinforced by government licensing and by a professional code of ethics. The American Library Association established its *Code of Ethics* in 1939. Adherence has brought some librarians into conflict with members of the local community and with persons of power and influence, particularly over issues of censorship and privacy.

profile

A demographic study of the community served by a library or library system, or of its

registered users or user group, for the purpose of measuring economic, social, and educational variables pertinent to the development of collections, services, and programs, and to the design of new facilities. A profile is usually conducted with the aid of a survey instrument, but may also include data compiled from other sources.

Also refers to the list of needs established by a library with a publisher or wholesaler that supplies materials on approval or blanket order, which may include subject areas, levels of specialization and/or difficulty, languages, series, formats, maximum prices, etc.

Also, the degree to which the activities of an individual, organization, or institution are known in its community. Libraries typically emerge from their *low-profile* role in society when faced with the necessity of persuading their constituency to approve a funding measure. Library policy can also become *high-profile* when a challenge sparks a conflict over censorship or privacy.

Program for Cooperative Cataloging (PCC)

An international program coordinated by the Library of Congress and participants from other countries, aimed at expanding access to library collections by providing useful, timely, and cost-effective cooperative cataloging that meets the mutually-accepted standards of libraries around the world. **PCC** has four components: NACO (name authority program), SACO (subject authority program), BIBCO (monographic bibliographic record program), and CONSER (cooperative online serials program), guided by a policy committee that includes as permanent representatives the British Library, Library of Congress, National Library of Canada, OCLC, and Research Libraries Group. Click here to connect to the **PCC** homepage.

programmed text

An instructional book presented as a sequence of self-paced units that require the student to demonstrate understanding of the content by responding appropriately at various steps along the way. If the correct answer is given, the lesson continues; if the student answers incorrectly, additional instruction and practice is provided until the unit is mastered. Programmed instruction is suitable only for material of limited complexity that can be learned in a step-by-step process.

programming language

A set of symbols with its own vocabulary, grammar, and syntax, in which a person called a *programmer* writes statements instructing a computer to accomplish a specific task by executing a sequence of logical operations (*examples*: BASIC, C, C++, COBOL, FORTRAN, etc.). The instructions, known as *source code*, are translated into the machine-language specific to each type of CPU by special programs called *assemblers*, *compilers*, and *interpreters*. Standards for programming languages are set by the American National Standards Institute (ANSI).

program notes

Explanatory notes accompanying a printed list of the works performed in a concert or theater, usually distributed by an usher to attendees upon entering the hall. Intended to be read before the curtain rises and during intermission, program notes usually

contain information about the compositions to be performed and the people involved (composer or playwright, conductor or director, performers, etc.), usually written by a knowledgeable person. Of particular interest to music historians, program notes are classified by librarians as ephemera and can therefore be difficult to locate, with the exception of performances given in major venues that maintain their own archives.

projection

In cartography, the result produced when the spherical surface of a globe is placed in a position relative to a light source from which an image of its surface can be projected onto a plane, or onto a curved surface such as a cone or cylinder that can be cut and laid flat. The normal orientation for a *planar projection* is polar; for a *conical projection*, oblique; and for a *cylindrical projection*, equatorial. All projections involve some degree of distortion. The type of projection used in making a map of the earth or another celestial body is usually indicated in the legend, with the *Mercator projection* being the most common. When a map is cataloged by a library, the *statement of projection* is given in the mathematical data area of the bibliographic description.

Also refers to a future need or condition that can be forecast from a known set of data, for example, the amount of expansion space needed in the stacks of a library, based on average annual collection growth.

projection speed

The rate at which images on film are made to appear on a screen, using a machine called a *film projector*, the standard being 24 fps (frames per second) for sound film and 16 fps for silent film. In *AACR2*, projection speed is given in the physical description area of the bibliographic description only if it is not standard for the item. Compare with playing speed.

Project MUSE

A grant-funded joint project of Johns Hopkins University Press and the Milton S. Eisenhower Library at Johns Hopkins University, ***Project MUSE*** began by offering online access by subscription to the full-text of its own journals. In 2000, the Project added 60 journals from other scholarly publishers, bringing the total coverage of the database to over 100 titles, mostly in the arts, humanities, and social sciences. Click here to connect to the ***Project MUSE*** homepage. ***See also***: *JSTOR*.

prolegomenon

A prologue or preliminary essay, especially one that is long and scholarly. The term is often seen in the titles of theses and dissertations (*example*: ***A Prolegomenon on Moderation in Plato's Republic*** by Stephen John Lange). Plural: *prolegomena*

prologue

An introduction to a play, novel, poem, or other literary work placed by the author at the opening of the text, rather than in the front matter (*example*: *Wife of Bath's Prologue* in Chaucer's ***Canterbury Tales***). Also refers to introductory lines spoken by a member of the cast before the beginning of the first act of a dramatic performance, to prepare the audience for the theme to be developed, or state the moral embodied in

the action that follows. Compare with epilogue. In a broader sense, preliminary events leading to more weighty consequences.

promotion

Advancement of a librarian or other library staff member to a higher rank within the same library or library system, usually on the basis of favorable performance evaluation and accompanied by an increase in salary or wages. A change of position can be a promotion if it involves more responsibility and authority. In libraries in which employment is governed by a collective bargaining agreement, eligibility for promotion and method of evaluation may be determined by contract. Compare with tenure. ***See also***: peer evaluation.

Also refers to the activity of marketing a product, service, or institution to people in a position to buy, use, or support it.

promotional book

A profusely illustrated book on a popular subject, usually an out-of-print trade title reprinted in a less expensive edition specifically for sale as a bargain item in trade bookstores. Art, travel, cooking, gardening, and natural history are favorite subjects. In public libraries, a promotional book received in good condition as a gift may be added to the collection if demand exists for the subject. Abbreviated *promo book*.

prompt

A message at a point on a computer screen, usually in the form of a small blinking cursor (with or without explanatory text), indicating that data is to be entered or an operation initiated by the user.

promptbook

The version of the script of a play used during a performance by the person responsible for jogging the memory of the actors and stage hands when they forget their lines or miss their cues. A promptbook indicates the lines, action, cues, props, costumes, lighting, etc., at each point in the production. Synonymous with *prompt copy*.

proof

In printing, a trial impression made from metal type, plates, photographic film, or magnetic tape or disk, for inspection and correction at the various stages of composition. Proofs of textual matter are known as *proof sheets*. In book production, a different kind of proof is made at each stage of the printing process. Designated by form, purpose, or destination, proofs are taken in the following sequence:

first proof - a preliminary galley proof, corrected by the printer's reader for return to the typesetter
galley* or *slip proof - taken before matter is made-up into pages, checked by the printer's reader and sent to publisher for author corrections
page proof - taken after the author's corrections are made and the type is made-up into pages, sent to the author for final corrections
marked proof - includes the author's corrections, checked by the printer's reader

for conformity with house style
show revise - the reader requires a further proof
clean proof - a statement by the reader that the copy is completely corrected
press - final instruction from the publisher that the work is ready to go to press

See also: proof print and proofreading.

proof impression
See: proof print.

proof print
In printing, an impression of an illustration made from the final plate before the regular impression is published, usually prior to the addition of title or caption. Synonymous with *proof impression*.

proofreading
The step in the publishing process in which the printer's proof is meticulously read and compared with the original manuscript or typescript copy to detect errors in typesetting. Corrections are noted on the proof by the *proofreader* and sent back to the printer. ***See also***: typographical error.

propaganda
Originally referred to the activities of a committee of cardinals called the *congregatio de propaganda fide* (Congregation for the Propagation of the Faith), established in the 17th century by the Roman Catholic Church to oversee the training of priests for foreign missions.

In modern usage, the organized dissemination of information, doctrines, or practices by a person, group, organization, or government with intent to manipulate or control public opinion in support of a specific political, social, economic, or religious agenda. In democratic societies, the term has acquired a pejorative connotation. ***See also***: intellectual freedom.

proper name
An appelation identifying a specific person, corporate body, place, event, or entity. Each part of a proper name is capitalized (*examples*: Johann Gutenberg, Catholic Church, Salt Lake City, American Revolution, Statue of Liberty)

property stamp
A rubber stamp used to mark ownership of library materials in ink, usually on the inside of the cover of a book, on one of the endpaper(s), on one or more of the leaves, or across the top, bottom, or fore-edge of the sections.

proposal
A plan for a project involving research, scholarship, or creative endeavor, usually written as part of an application for grant funding by the person or group who conceived the idea with the intention of pursuing it to fruition. A proposal typically includes a brief abstract, a detailed narrative description, a statement of goals and objectives, a realistic timetable, a list of resources (human and material), an itemized

budget, criteria for evaluating success, a commitment to specific reporting procedures, and letters of support affirming the value of the project. Manuals on proposal writing are available in most academic libraries.

proprietary

Something that is privately owned and controlled, usually by a person or commercial company. The term implies that the specifications or authority needed to reproduce the thing are withheld from public knowledge or protected by law (copyright or patent). In computing, a system, interface, program, or file available only by permission of the owner or author, as opposed to one available for use without restrictions. ***See also***: licensing agreement.

proprietary library

An early form of library in which the capital (property) was held in a common fund as joint stock owned by the members in shares that could be sold or transferred independently. Proprietors were required to pay an annual assessment on their shares, and non-proprietors were allowed use of the library only upon payment of an annual fee. Compare with subscription library.

ProQuest

An information service that provides online indexing of articles published in thousands of current periodicals, including the full-text of a significant number of titles. One of the three leading aggregators of journals available in electronic format, **ProQuest** relies on the extensive UMI microfilm collection to expand its digital back files. Click here to connect the the **ProQuest** homepage. ***See also***: EBSCO and Gale Group.

prose

Spoken and written language in its ordinary everyday form, as distinct from poetic language consciously given metric structure. Samuel Taylor Coleridge defined prose as "words in their best order" and poetry as "the best words in the best order." ***See also***: purple prose.

prospectus

A separately printed advertisement, usually in the form of a leaflet distributed by a publisher to prospective purchasers, describing or sketching the plan of a forthcoming publication for the purpose of soliciting advance orders, sometimes with the added inducement of a prepublication price or discount. Usually includes a sample page and illustration, table of contents, list of contributors, and information about price and estimated date of publication. Used for major works, such as serials and expensive multivolume reference sets, to provide more detailed information than a selector can normally obtain from reading reviews and book announcements.

protocol

A set of formal conventions for the exchange of data between workstations connected to a computer network, including the rules governing data format and control of input, transmission, and output. Data transmission over the Internet is governed by the TCP/IP protocol implemented in 1982, which allows users of different types of

computers to communicate seamlessly. ***See also***: Open System Interconnection (OSI).

Also refers to a signed diplomatic document recording points of agreement reached at a conference between two or more nations, preliminary to negotiating a formal treaty.

provenance

A record of the origin and history of ownership or custodianship of a book, manuscript, or other object of value. Bookplates, ownership marks, inscriptions, inserted matter, a special binding, and notes written in or on an item often provide evidence of provenance, which can be important in establishing the value of rare books and manuscripts. ***See also***: ex-library copy.

In archives, the succession of custodians responsible for creating, receiving, or accumulating a collection of records or personal papers. Authentication of archival materials requires that provenance be determined with certainty. The related principle of respect des fonds requires that records known to have originated from a given source be documented and retained separately from those of other agencies or persons, and in their original order and organizational context, whenever possible.

proverb

A short memorable saying of unknown origin, but in common use, expressing in simple yet vivid language an obvious truth, familiar experience, or piece of sage advice, often metaphorical or alliterative (*example*: **look before you leap**). Proverbs are collected and published in dictionaries, usually shelved in the reference section of a library.

provisional edition

See: preliminary edition.

provisional serial

A publication cataloged as a serial while in the process of being published, but as a nonserial when complete, usually because the period of publication is lengthy and/or the numbering of issues complicated. Compare with pseudo-serial.

provisional term

A descriptor or subject heading added temporarily to an indexing language, subject to future evaluation, often representing a new concept in a field whose terminology is still growing. Compare with identifier.

proximity

The search software of some bibliographic databases allows a *proximity operator* to be used in search statements to specify that a record will be retrieved only if the keywords typed as search terms appear within a designated number of words of each other, or within the same sentence or paragraph. The proximity operator is not standardized (in some databases it is "adj" for *adjacent to*, in others it is "w" for *with*).

> *Example*: **publication adj1 date** or **publication w1 date**
>
> In the example given above, the query will retrieve records in which the word

"publication" appears within one word of "date," for example, records containing the phrase *date of publication* or *publication date* (or both) and also *date for publication*, *publication and date*, *publication to date*, etc.

If proximity searching is available in a specific database, instructions concerning its use can usually be found in the help screen(s). Synonymous with *adjacency*.

proxy server

An application program that operates *between* a client and server on a computer network, usually installed as a firewall to provide security or to increase speed of access by performing some of the housekeeping tasks that would normally be handled by the server itself, such as checking authentication or validating user requests. Also called a *proxy*. ***See also***: daemon.

psalter

A book containing a version of the psalms of the *Bible*, separately printed for liturgical or devotional use. Medieval psalters were often beautifully illuminated.

pseudandry

A female author writing under a masculine pseudonym, common literary practice during the 18th and 19th centuries when writing was considered an unsuitable occupation for a woman (*example*: **George Eliot** whose real name was Mary Ann Evans Cross).

pseudepigrapha

Texts falsely ascribed to characters in the Old Testament, subsequently found to have been written by Jews and Christians between 300 BC and 200 AD. In a general sense, any text falsely attributed to a major author. Some scholars have argued that all the works of William Shakespeare fall into this category.

pseudonym

A fictitious name, especially one assumed by an author to conceal or obscure identity. The classic example in American literature is Mark Twain whose real name was Samuel Langhorne Clemens. The writer Francois Marie Arouet (Voltaire) probably holds the record for the most pseudonyms, with Daniel Foe (Defoe) a close second. Prior to the mid-19th century, women writers often used male pseudonyms (pseudandry) to get their works published and to attract readership (*example*: **George Sand** whose real name was Amandine-Aurore-Lucile Dupin Dudevant), although there were notable exceptions (Jane Austen and the Bronte sisters). A *joint pseudonym* is one shared by two or more collaborators in a work (**Stone, Rosetta** by by Dr. Seuss and the illustrator Michael K. Frith). Information on pseudonyms can be found in the latest edition of ***Pseudonyms and Nicknames Dictionary*** published by the Gale Group. Click here to connect to ***a.k.a.***, an online dictionary of pseudonyms. Abbreviated *pseud.* Compare with allonym. ***See also***: pen name.

pseudo-serial

A publication treated by a library cataloger as a monographic work when first published, but subsequently as a serial, usually after having been repeatedly revised

and reissued (*example*: ***Guide to Reference Books*** published by the American Library Association). Compare with provisional serial.

PSP

The professional and scholarly publishing division of the Association of American Publishers which includes in its membership publishers of books, journals, loose-leaf materials, computer software, databases, and CD-ROMs in technology, science, medicine, law, business, the social and behavioral sciences, and the humanities. A book published by such a company is known in the trade as a *PSP book*. Click here to connect to the **PSP** homepage. ***See also***: professional book and STM.

psychological novel

A type of novel in which the plot and setting are secondary to the author's exploration of the mind and motives of the principal characters in the narrative (*example*: ***Crime and Punishment*** by Fyodor Dostoyevsky).

PTDLA

See: **P**atent and **T**rademark **D**epository **L**ibrary **A**ssociation.

public address system

A voice amplification system installed in a large facility, used for paging staff when their presence is required, and for informing patrons of closing time, emergencies, etc. In libraries, the microphone is usually installed behind the circulation desk and used only when necessary, to minimize distraction.

publication

Under U.S. copyright law, the act of distributing copies of a creative work to the public by sale, lease, rental, or lending. Also refers to a work capable of being read or otherwise perceived (book, audiorecording, videocrecording, CD-ROM, etc.), issued by a publisher for sale to the general public, usually in multiple copies and sometimes in multiple editions. Compare with privately printed. ***See also***: library publication, publication date, and publication history.

publication date

The date on which copies of a creative work are officially offered for sale to the public. For trade books, the date is announced by the publisher in advance and promotional activities are coordinated with it. In printed books, the publication date is given as the year, usually on the verso of the title page. When date of first publication differs from date of current edition, first and subsequent dates are indicated. In older books, publication date may be given in the colophon. In periodicals, it is the day and month, or just the month or period of issue (spring, summer, fall, winter), usually printed on the front cover. For motion pictures, release date is used. For a Web page, it is usually the date of last update. In library cataloging, publication date is recorded as one of the elements in the publication, distribution, etc. area of the bibliographic description. Abbreviated *pub date*. Synonymous with *imprint date*. Compare with copyright date. ***See also***: date range, false date, no date, and postdated.

publication, distribution, etc.

The area of description in a bibliographic record reserved for information about the act of publishing, distributing, releasing, and issuing a specific bibliographic item (MARC field 260), including place of publication, name of publisher, and publication date.

publication history
For books published in one or more volumes, the sequence of printings and editions of a work, especially any changes in the title or publisher. For serials, the sequence of volumes, parts, or numbers issued, including any breaks, title changes, or changes in publisher. In library cataloging, details of publication are given for a serial in the numeric and/or alphabetic, chronological, or other designation area of the bibliographic description, in an open or closed entry.

publication schedule
In publishing, a timetable established by the managing editor for the process of editing, printing, and binding a new publication (or new edition of an existing one) to ensure that it will be ready for distribution by the projected publication date.

publication type
See: material type.

publication year
The twelve-month period during which all the issues or parts of a volume of a serial are issued, which may not coincide with the calendar year, for example, for some of the periodical indexes published by H. W. Wilson, the publication year begins with a month other than January (*Art Index*, *Education Index*, *Social Sciences Index*, etc.).

public domain
Works *not* protected by copyright, or for which copyright has expired, which may be printed for distribution and sale, quoted, excerpted, reproduced, and made available online to the public without infringement, for example, a government document over which a state agency decides not to exercise copyright in order to make its content widely known. The term also applies to computer software (freeware and shareware) which the designers make available at no charge as a public service.

publicity
Information publicly distributed in a variety of forms (announcements, advertisements, press releases, fliers, posters, etc.) with the intention of making something widely known. Libraries sponsor special events, especially during National Library Week, to *publicize* their services and programs. ***See also***: public relations.

Public Lending Right (PLR)
Under programs funded by the national governments of Britain, Denmark, Finland, Norway, and Sweden, authors of works circulated by public libraries are entitled to receive a subsidy based on the number of times a book is borrowed. In Britain, living authors and illustrators named on the title page may register to receive compensation, provided they are UK residents. Periodicals, reference books, and conference proceedings are excluded, as are works of less than 32 pages (24 pages for poetry and

drama). For a more detailed discussion of **PLR**, please see the entry by John Sumsion in the ***International Encyclopedia of Information and Library Science*** (New York: Routledge, 1997).

public library

A library or library system that provides unrestricted access to library resources and services free-of-charge to *all* the residents of a given community, district, or geographic region, supported wholly or in part by public funds. Because public libraries have a broader mandate than academic libraries and most special libraries, they must develop their collections to reflect diversity. The largest public library system in the United States is the New York Public Library. Click here to connect to the ***Libweb*** directory of U.S. public libraries. ***See also***: Public Library Association.

Public Library Association (PLA)

A division of the American Library Association since 1944, **PLA** has a membership consisting of librarians, library trustees, and friends interested in the general improvement and expansion of public library services for readers of all ages. **PLA** publishes the bimonthly magazine *Public Libraries*. Click here to connect to the **PLA** homepage.

public relations

Publicity designed to create favorable public opinion and boost awareness of the benefits of library services, resources, and programs, and promote the interests of libraries in society. Large public library systems usually employ at least one librarian or library staff member specializing in public relations. The American Library Association actively promotes libraries, especially during National Library Week. Click here to connect to the ALA's *Celebrating America's Libraries* Web page. ***See also***: Friends of the Library and fund-raising.

public services

Activities and operations of a library that bring the staff into regular direct contact with its users, including circulation, reference, online services, bibliographic instruction, serials assistance, government documents, and interlibrary loan/document delivery, as opposed to technical services which are performed behind-the-scenes, out of contact with library users.

public television

Television broadcast stations supported by foundation grants, government subsidies, and contributions from viewers, commercial companies, and other benefactors, providing cultural, educational, and recreational programming for adults and children. Public television stations do not rely on ratings so the quality of their programming is not dictated by the need to cater to the widest possible viewing audience. In the United States, the public broadcasting system is PBS. In Great Britain, it is the BBC and in Canada, CBC. Compare with commercial televison. ***See also***: *Reading Rainbow*.

published price

The retail price at which a publisher offers a book for sale at the time of publication,

usually printed on the inside flap of the dust jacket in hardcover editions and on the back cover in softcover editions. Under certain conditions, a discount may be given on specific titles. Synonymous with *list price*. ***See also***: prepublication price.

publisher

A person or corporate entity that prepares and issues printed materials for public sale or distribution, normally on the basis of a legal contract in which the publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication, and agrees to compensate the author, usually with a share of the profits. In older books, the publisher and printer are often the same, but in modern publishing, the two functions are performed by separate entities. The name of the publisher is usually printed at the foot of the title page, and on the verso. In library cataloging, name of publisher is entered in the publication, distribution, etc. area of the bibliographic description. Compare with distributor. ***See also***: device.

In the United States, the trade association of the publishing industry is the Association of American Publishers (AAP). An international Directory of Publishers and Vendors is available online from AcqWeb, a Website created and maintained especially for acquisitions and collection development librarians. One of the volumes of *Books in Print (BIP)* is a print directory of U.S. publishers, available in the reference section of most libraries. ***See also***: commercial publisher, foreign subsidiary, museum publisher, popular press, private press, small press, trade publisher, university press, and vanity publisher.

publisher's agreement

A contract between a writer and publisher stating the terms under which the author's work(s) will be published and sold. The publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication. Under most agreements, the author is compensated in one of four ways: royalties based on a percentage of sales, profit-sharing, commission, or outright sale of copyright. Synonymous with book contract.

publisher's binding

The binding on a book or other publication as originally issued by the publisher, intended for sale in trade bookstores, usually a cloth case binding. Not all copies of an edition are cased at the same time, or even by the same bindery, which may lead to slight variations in state within the same edition. Synonymous with *edition binding* and *trade binding*. Compare with popular edition and prelibrary binding.

publisher's catalog

A free advertising brochure sent by a publisher to libraries, booksellers, and other prospective customers, describing new books (frontlist) and listing titles on the backlist, usually indexed by author and title, with an order form in the back. Publisher's catalogs are issued seasonally, usually in the spring and fall of each year. Librarians select on the basis of reviews, but may use publisher's catalogs to verify information prior to ordering. Click here to connect to a seachable database of *Publishers' Catalogues* maintained by Peter Scott of the University of Saskatchewan Library. ***See also***: blurb.

publisher's reader

See: reader.

Publishers Weekly (PW)

The weekly trade journal of the American publishing industry since 1872, ***Publishers Weekly*** includes news and announcements, author interviews, advance book reviews, articles about book production, and analysis of trends of interest to publishers, librarians, booksellers, and others involved in the book trade. ***PW*** is published by Cahners Business Information, a division of Elsevier. Click here to connect to the online version of ***PW***.

publishing

The business of issuing books, music, photographs, maps, and other printed materials for sale to the public, which includes negotiating contracts with authors and their literary agents, editing the author's manuscript, designing the physical item (typography, layout, etc.), producing the finished product (printing, binding etc.), marketing the work, and making arrangements for its distribution through regular market channels. In the United States, the trade association of the publishing industry is the American Association of Publishers (AAP). The industry's trade journal is *Publishers Weekly*. ***See also***: co-publishing, desktop publishing, electronic publishing, and niche publishing.

publishing season

See: season.

PubMed

See: *MEDLINE*.

puff

A pejorative term used since the 17th century to refer to immoderate praise of a book or other creative work, usually in the form of a review or advertisement written by the publisher, author, or a copy writer, intended to influence opinion and promote sales. In book publishing, a puff is usually printed on the dust jacket or included in an advertisement in a review publication. A *preliminary puff* is written prior to publication for the use of traveling sales representatives. ***See also***: blurb.

puffery

Biased literary criticism emanating from a small clique or coterie, usually individuals who have a vested interest in promoting the work, either because they stand to gain financially from its success, are indebted to the publisher for some reason, or are personal friends of the author or illustrator.

pugillaria

In ancient Rome, a book small enough to be held in the hand, consisting of two to eight leaves made of wood, ivory, or metal, covered on one side with wax on which characters were incised with a sharp writing implement called a stylus. Covered in parchment or leather, the tablets were held together by leather cords or rings. Synonymous with *tablet book*. Compare with diptych. ***See also***: codex.

Pulitzer Prize

Named after the Hungarian-American journalist and philanthropist Joseph Pulitzer who initially endowed them, the **Pulitzer Prizes** have been awarded annually by Columbia University since 1917 for exemplary achievements in American journalism, letters, drama, and music. Fourteen prizes are given in journalism, including a gold medal for public service. The prizes in letters are for fiction, history, poetry, biography or autobiography, and general nonfiction. Each prize includes $5,000 paid by the Pulitzer endowments. Click here to see a list of **Pulitzer Prize** winners. ***See also***: National Book Award and Nobel Prize in Literature.

pull-case

A telescoping box in two separable parts, designed as a container for a book (or set of books), pamphlets, or other printed material. Compare with slipcase and solander.

pulling

Disassembling a book to prepare it for rebinding, a process that requires the removal of case or cover, boards, endpapers, tapes, and lining. The sections are then freed by stripping the adhesive from the binding edge and cutting the sewing threads. Synonymous with take down.

pull-out

See: throw-out.

pulp

Vegetable material reduced to a liquid fibrous mass by mechanical and/or chemical means for use in papermaking. Most pulp is manufactured from wood, but permanent paper usually contains a percentage of cotton and/or linen rag. *Chemical wood pulp* is treated in manufacture to remove lignin, an acidic substance that causes the leaves and bindings of books to deteriorate over time. Untreated *mechanical wood paper* is used for low-grade papers such as newsprint when permanence is not essential. ***See also***: fiber content.

pulp fiction

Sensational fiction of no enduring literary value, popular from the 1920s through the 1940s. Written for the mass market, usually according to formula, pulp fiction was printed on poor-quality paper, bound in softcover, and easily recognized by the lurid design on the front cover. Popular genres include romance, adventure, westerns, etc. Compare with popular fiction. ***See also***: mass-market paperback.

pulp magazine

An inexpensive popular magazine of the early 20th century, devoted to sensational stories of love, adventure, mystery, or intrigue, usually printed on newsprint. ***See also***: ephemera.

punctuation

The use of standard characters in writing and printing to separate words, clauses, parenthetical phrases, sentences, etc., and to indicate meaning or tone. In the English language, the most frequently used *punctuation marks* are the period (.), comma (,),

colon (:), semicolon (;), question mark(?), exclamation point (!), apostrophe ('), quotation marks (" "), parentheses ( ), hyphen (-), dash (--), and square brackets [ ]. In *AACR2*, precise rules for the use of punctuation in library catalog records are given in the instructions for each area of bibliographic description. ***See also***: spacing.

puppetry

A technique used in storytelling in which each character in the narrative is represented by a doll with movable parts operated with wire, strings, and/or sticks, or in the form of a cloth mitten or glove designed to fit over the hand of the *puppeteer*, who synchronizes the movements of the doll with dialogue and action in the text. A small portable stage may be used as a backdrop. Some public libraries include circulating *puppets* in the juvenile collection.

purchase order (PO)

In acquisitions, the official record of an order placed by a library, authorizing a publisher, jobber, dealer, or vendor to deliver materials or services at a fixed price. A PO becomes a contract once it is accepted by the seller. Most purchase orders include the purchase order number, name and address of seller, name and address of ordering agency, description and quantity of items ordered, price per item (with totals), discount or credit terms, fund to be charged, time for completion, shipping terms, and delivery address and instructions. Compare with invoice. ***See also***: acquisition number.

pure notation

A classification notation in which only one kind of symbol is used, usually numerals *or* letters of the alphabet but not both, for example, the arabic numerals used to indicate class numbers in Dewey Decimal Classification. Compare with mixed notation.

purple prose

A pejorative term for a passage or entire literary work written in a prose style so extravagantly overdone as to tax the reader with its incongruity. Synonymous with *purple patch*.

PVA

See: **p**oly**v**inyl **a**cetate.

PVC

See: **p**oly**v**inyl **c**hloride.

PW

See: ***P**ublishers **W**eekly*.

pyro-patron

A library patron who is 1) showing signs of combustability, 2) in imminent danger of igniting, or 3) already on fire, usually a test of civility and self-control for the reference librarian. For possible responses, please see: John Herbert, "Pyro-Patron Policy" in *The Unabashed Librarian* (1998). Synonymous with *flaming patron* and

conflagrated patron. ***See also***: problem patron.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

Q

quad
: ***See***: quadrangle.

quadrangle
: A four-sided area of the earth's surface, bounded by parallels of latitude and meridians of longitude, used as a unit in mapping. The dimensions of a *quad* are not necessarily the same in both directions. The 1:24,000 7.5-minute topographic quadrangle is the base map used by the U.S. Geological Survey, the largest mapping agency in the United States.

quadraphonic
: Sound reproduced by an audio device simultaneously from four separate channels with four amplifiers or speakers. Quadraphonic sound separation produces a more realistic result than monaural or stereophonic sound recording.

quadrennial
: Issued every four years. Also refers to a serial publication issued every four years. ***See also***: annual, biennial, triennial, quinquennial, sexennial, septennial, and decennial.

qualification
: Evidence that a person applying for employment has passed the requisite examinations, or acquired the education, experience, and skills necessary to meet the requirements stated in the position description. Usually used in the plural: *qualifications*.

qualifier
: ***See***: parenthetical qualifier.

quality of service
: The degree to which the services provided by a library or library system meet the needs of its users and the standards established by the profession, usually assessed statisticcally and on the basis of qualitative feedback (user surveys, suggestion box, etc.). Quality of service is affected by budgetary constraints, management policies, design and condition of facilities, personnel decisions, and employee morale. Abbreviated *QoS*.

quality paperback
: ***See***: trade paperback.

quantity discount

A discount offered by a publisher or jobber to booksellers and libraries on orders for a minimum number of copies of the same item, or a minimum number of assorted titles. Large libraries are usually in a better position than small libraries to take advantage of such offers.

quarter binding

A style of bookbinding in which the spine is bound in a different material than the sides, usually a more durable covering such as leather, often in a contrasting color, extending no more than one-eighth of the width of the boards. Compare with full binding, half binding, and three-quarter binding. ***See also***: quarter leather.

quarter leather

A book in which the spine is bound in leather and the rest covered in some other material, such as cloth, often in a contrasting color. Compare with half leather.

quarterly

Issued four times a year. Also refers to a serial issued every three months, usually in spring, summer, fall, and winter. Most scholarly journals are published quarterly (*example*: ***Shakespeare Quarterly***).

quarto (4to)

A book, approximately 13 inches in height, made by folding a full sheet of book paper in two right-angle folds, producing signatures of four leaves (eight pages). The precise size of each leaf in a quarto edition depends on the size of the original sheet. Some early editions are known by the number of leaves in their sections, for example, the *Quarto Edition* of Shakespeare's plays. Compare with folio, octavo, duodecimo, and sextodecimo.

quasi-synonym

A word or phrase not precisely the same in meaning as another term, which is nevertheless treated as synonymous in a given indexing language, for example, the term "Library science" used for (UF) "Librarianship" in the *Library of Congress Subject Headings* list. Synonymous with *near-synonym*.

quatern book

In hand-binding, the binder traditionally bound the thirteenth book at no charge, presumably as an incentive to place larger binding orders, but by the early 19th century, this custom was restricted in England to all the copies of a single title delivered to the bindery at the same time, and was not carried over into machine-binding.

quaternion

In bookbinding, a gathering consisting of four sheets of paper, parchment, or vellum folded once to create eight leaves, used in assembling some manuscript books and early printed books. ***See also***: ternion, quinternion, and sextern.

query

A request submitted as input in a search of an online catalog or bibliographic database, to retrieve records or documents relevant to the user's information need(s). Some information storage and retrieval systems allow queries to be submitted in natural language, but most systems require the user to formulate search statements in the artificial language used for indexing, and in syntax acceptable to the search software. The query is an approximation of the information need that gives rise to the search.

Also refers to the symbol **?** used by the printer's reader in the margins of a proof to indicate to the author the need for clarification of a detail in the text.

questionnaire
A list of written questions, carefully formulated to be administered to a selected group of people for the purpose of gathering information (feedback) in survey research. In libraries, patrons may be asked to fill out questionnaires designed to assess the perceived quality and usefulness of services and resources. The results are then compiled and analyzed for use in planning.

queue
A temporary storage location in a computer, reserved for data awaiting processing, usually organized chronologically (first-in-first-out) or according to some other pre-established priority. Also refers to a line of people waiting to be served or a series of tasks waiting to be executed, usually in the order in which they arrived or were received.

Quill & Quire
A monthly magazine published in Toronto that provides news and reviews of books published in Canada. The June and December issues include the *Canadian Publishers Directory* as a free supplement. Click here to connect to the online version of ***Q&Q***.

quinquennial
Issued very five years. Also refers to a serial publication issued every five years (*example*: ***Biography and Genealogy Master Index***). ***See also***: annual, biennial, triennial, quadrennial, sexennial, septennial, and decennial.

quinternion
In bookbinding, a gathering consisting of five sheets of paper, parchment, or vellum folded once to create ten leaves, used in assembling some manuscript books and early printed books. ***See also***: ternion, quaternion, and sextern.

quire
Originally referred to a gathering of four sheets of printing paper, forming eight leaves or sixteen pages, convenient for hand-sewn books in which the leaves were made of parchment. When paper came into widespread use after the invention of movable type, the fact that it was thinner meant more sheets could be included in a gathering. In modern usage, the word *quire* is synonymous with *gathering*, *section*, and *signature*, particularly when unfolded. Also refers to one-twentieth of a ream, equal to 24 sheets of handmade paper or 25 sheets of machine-made paper.

quorum

The minimum number of members who must be present for business to be conducted at a meeting governed by the rules of parliamentary procedure. When a quorum is not present, a meeting may proceed without formally transacting business.

quotation

Words or passages reproduced from a written work or repeated verbatim from an oral statement. Because words and phrases taken out of context may give a misleading impression of the whole, care must be taken in selecting quotations. A passage quoted incorrectly is a *misquotation*. In publishing, the accuracy of quotations is checked by the editor.

In printing, brief quotations are set in the text, enclosed in *quotation marks*. Long quotations, called *block quotations*, are set apart from the main text by indention, and are printed in smaller type size without quotation marks, preceded and followed by a blank line. A very long quotation is called an excerpt. To avoid copyright infringement, quotations in a written work should be documented in footnotes or endnotes. In an oral statement, the source should be verbally acknowledged as a courtesy to the original author. Synonymous with *quote*. Compare with excerpt. ***See also***: permission.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

R

radiograph

An image produced by exposing a sensitized surface (film or plate) to radiation other than visible light, especially X-rays. Collected mainly by medical libraries, radiographs are cataloged as graphic materials in *AACR2*.

rag book

See: cloth book.

ragged

Refers to a page of type with lines of variable length, usually *ragged right*, set flush (aligned) with the left-hand margin but unjustified on the right, as in the lines of a poem.

rag paper

Paper made from cotton and/or linen rags, stronger and more permanent than paper made from wood or most other fibers, but also more expensive. Rag content is usually indicated as a percentage. Paper made from 100% rag fiber is called *all-rag*. ***See also***: bible paper.

raised bands

Narrow, slightly elevated ridges visible across the width of the spine of a hand-bound book, produced by cords binding the sections together underneath the material applied as a covering. When faked on a decorative binding, such ridges are called *false bands*. The opposite of sunk bands.

raised capital
In printing, an initial letter, usually at the beginning of the first paragraph of a chapter, projecting above the line of type on which it appears. Synonymous with *cocked-up initial*. Compare with drop initial.

RAM
See: **R**andom **A**ccess **M**emory.

ramie
Fiber of the Asiatic plant species *Baehmeria nivea*, in the nettle family, one of the most durable materials for weaving and papermaking, used in printing bank notes. ***See also***: rag paper.

random access memory (RAM)
A group of high-speed memory chips that perform most of the processing in a computer, allowing users to access bytes of data in any order, rather than sequentially. At startup, the operating system and any application programs are routinely loaded from the hard disk into **RAM** to allow processing to begin. Any data in current use is also stored in **RAM**. To retain their content, **RAM** chips must have electric power, which is why users must save data to a slower storage medium (hard disk, floppy disk, Zip disk, etc.) before powering down. ***See also***: buffer.

Ranganathan, S(hiyali) R(amamrita) (1892-1972)
A former mathematics professor who, after receiving an honors certificate in library science from the University of London in 1925, served as first librarian of the University of Madras until 1944 where he developed *Colon Classification* (1933), a classification system used in research libraries worldwide.

Ranganathan's pioneering work in library education established him as the "father" of librarianship in India. He helped found the Indian Library Association in 1933 and served as its president from 1944 to 1953. From 1948 to 1958 he served on the Indian national committee for cooperation with UNESCO, focusing his attention on issues of concern to libraries, and from 1951 to 1962 he was *rapporteur-general* for the documentation classification section of the International Federation for Documentation.

In 1956, Ranganathan gave his life savings to endow a professorship in library science at the University of Madras, the first such chair outside the United States. In 1962, he used the royalties from his books to establish an endowment for annual lectures given in India by eminent contributors to library science from around the world. He is famous for his *Five Laws of Library Science* (1931):

1. Books are for use.
2. Every reader his book.

3. Every book its reader.
4. Save the time of the reader.
5. A library is a growing organism.

range

A component of a library stack, consisting of a row of two or more sections of single- or double-faced fixed or adjustable shelving, with common uprights or shelf supports between each section. The row may be free-standing or assembled against a wall.

Also refers to the difference between the largest value and the smallest in a given set of numerical data, for example, a publication date range specified by the user in a search of an online catalog or bibliographic database, to limit retrieval to items published within a certain period.

range aisle

The narrow corridor or passageway between two ranges of shelves in the stacks of a library. In the United States, the standard minimum aisle width in new and renovated facilities is 36 inches. Some kinds of compact shelving allow the distance between ranges to be adjusted as needed. Synonymous with *stack aisle*. Compare with cross aisle.

rank

Any one of a number of grades of employment within a library or library system, reflecting the qualifications, experience, skill, and length of tenure of the person occupying the position to which the rank applies, usually associated with a given rate or range of compensation. In academic libraries at institutions that grant faculty status to librarians, the ranks are usually *Instructor*, *Assistant Librarian*, *Associate Librarian*, and *Librarian*. The ranks for library staff who do not hold the M.L.S. or M.L.I.S. degree are based on technical skill and experience. ***See also***: promotion.

Also, to put a series of items, records, citations, applicants, etc., in sequence based on one or more evaluative criteria such as relevance, usefulness, merit, etc. The presence of an option allowing users to rank search results by relevance is a mark of sophistication in database search software. Compare with sorting.

ranking

In information retrieval, the presentation of search results in a sequence based on one or more criteria which, in some systems, the user may specify in advance. The most common are currency (publication date) and relevance, usually determined by the number of occurrences of the search terms typed as input and their location in the record (in title, descriptors, abstract, or text). Compare with sorting. ***See also***: weighting.

rare book

A valuable book so difficult to find that only a few copies are known to antiquarian booksellers. Those that do exist seldom appear on the market and are consequently coveted. Most libraries keep their rare books in a secure location to which access is restricted (usually in special collections). Very rare books are sold at book auctions

and by dealers serving collectors. Click here to read the answers to a list of frequently asked questions about rare books, provided by the late Peter Van Wingen of the Library of Congress. For a detailed discussion of the history of rare book libraries, please see the entry by Daniel Traister in the ***International Encyclopedia of Information and Library Science*** (New York: Routledge, 1997). ***See also***: incunabula, first edition, price guide, and Rare Books and Manuscripts Section.

Rare Books and Manuscripts Section (RBMS)

Created in 1948 as a special committee of the Association of College and Research Libraries, **RBMS** exercises leadership in local, national, and international special collections communities to represent and promote the interests of librarians, curators, and other specialists concerned with the acquisition, organization, security, preservation, administration, and use of special collections, including rare books and manuscripts, archives, graphic materials, music, ephemera, etc. **RBMS** publishes the semiannual *RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage* and the semiannual *RBMS Newsletter*. Click here to connect to the **RBMS** homepage.

rare map

Rarity in maps depends on the history of the country or region depicted. As a general rule, any map of the United States published before 1900 is considered rare, especially if it depicts an area west of the Rocky Mountains. In Great Britain, a map is considered rare if published prior to 1825. As historical documents, rare maps are often of considerable interest to scholars and collectors. They can also be aesthetically pleasing.

rarity

The degree to which a book or other item is scarce or uncommon, which, in combination with its age, condition, and aesthetic qualities, helps determine its value in the market place. In the antiquarian book trade, degrees of rarity are classified as follows:

> ***Scarce*** - comes to the attention of an expert in rare books no more than once in a year
> ***Rare*** - comes to the attention of an expert once in a decade
> ***Very rare*** - comes to the attention of an expert once in a lifetime
> ***Unique*** - one-of-a-kind, no other copies known to exist

See also: rare map and Rare Books and Manuscripts Section.

RBB

See: ***R****eference* ***B****ooks* ***B****ulletin*.

RBMS

See: **R**are **B**ooks and **M**anuscripts **S**ection.

readable

Capable of being read. Also refers to reading material that is interesting and written in a style that makes the content easy for most readers to comprehend. Sometimes used

synonymously with legible. ***See also***: fog index.

read-a-thon

A contraction of ***reading marathon***, a school or library event in which young readers are given an incentive to read a certain number of pages or books within a designated period of time. The event may be tied to fund-raising, with sponsors pledging to contribute a certain amount to a worthy cause when the reading goal is met.

reader

A person who reads silently to himself (or herself) or aloud to others, from a book other other written or printed source, or an electronic medium displaying text. One of the primary goals of libraries is to encourage reading and literacy. Reading preferences are of particular interest to publishers who use survey techniques to measure them. ***See also***: new adult reader.

In publishing, a person asked to read and evaluate for potential publication manuscripts submitted by authors and their agents. In printing, a person responsible for reading proofs and comparing them with the original copy to detect typographical errors, a process called proofreading. Also, a person who volunteers or is paid to read a book onto audiotape for distribution as a book-on-tape, sometimes a professionally trained actor or actress.

In special libraries, a staff member responsible for scanning current materials to select items to be routed to persons within the organization who have requested current awareness service, based on their interest profiles.

Also refers to a textbook containing reading exercises, especially one intended for young school children.

reader-printer

A machine designed for enlarging, viewing, and making printed copies of microforms (microfiche, microfilm, microopaque), usually coin-operated (fee varies). Libraries with microform holdings usually provide at least one reader-printer for patron use. Compare with photocopier. ***See also***: copy card.

readers' advisory

Services provided by an experienced public services librarian who specializes in the reading needs of the adult patrons of a public library. A reader's advisor recommends specific titles and/or authors, based on knowledge of a patron's past reading preferences, and may also compile lists of recommended titles and serve as liaison to other adult education agencies in the community. The same type of information is provided by reference works such as ***Reader's Adviser: A Layman's Guide to Reading*** published by R. R. Bowker. Compare with bibliographic instruction.

readership

The total number of people who read, or are estimated to read, a given publication, not necessarily equal to the number who purchase or subscribe to it. In periodical publishing, total readership equals base circulation plus pass-along. The term is also used to refer to a particular class of reader, for example, *educated readership* as

opposed to *general readership*.

reading copy

A complimentary copy of a forthcoming book sent at no charge by the publisher to selected booksellers in advance of the publication date to promote sales. Reading copies may be printed as part of the regular edition and distributed in the same binding as the trade edition. Compare with advance copy.

Also refers to a used book so worn that it is not considered collectible in the antiquarian book trade unless rebound, but is suitable for reading because no portion of the text is missing.

reading group

An organized group, usually sponsored by a library, school, church, or bookstore, whose members meet to talk about books they have read. Most groups coordinate their reading so that everyone has read the same book, or a work by the same author, in advance of meeting. In some groups, a facilitator is selected, sometimes on a rotating basis, who begins the session with a brief talk about the author or new book, then opens the floor for discussion.

reading lamp

A man-made light source specifically designed to provide the optimum amount of illumination for a person sitting and reading in a chair or at a desk, shaded to direct the light downward onto the page without glare. Very small models designed to clip onto the cover of a book can be purchased for reading in bed.

reading level

One of several degrees of proficiency in reading, usually defined in reference to a specific academic grade level (e.g., third-grade level) or stage of reading development, applicable to both reader and reading material. Factors determining reading level include vocabulary, sentence structure, length of text, and difficulty of content.

reading list

A list of recommended resources (books, articles, Web sites, etc.) on a topic, usually compiled by a teacher or librarian with an interest in or expertise on the subject, for distribution to students enrolled in a course of study, or available to readers on a library display rack, kiosk, or bulletin board, not as comprehensive or scholarly as a research bibliography. Compare with pathfinder and research guide.

reading matter

Anything that can be read, from the back of a cereal box to a philosophical treatise. Reading material need not be written or printed on paper, merely text-based (*example*: a news report published on a Web Site). Choice of reading material reflects a person's interests, tastes, education, and experience. ***See also***: reader's advisory and reading preference.

reading preference

A reader's taste in reading matter, as to format (books, magazines, comic books, etc.),

genre (fiction or nonfiction), and subject (biography, crime, travel, etc.). Although reading preferences often change as a person grows older, studies have shown that in some individuals, they remain remarkably constant. Publishers use survey research to study the choices consumers make in purchasing reading material. Niche publishers may depend on consumers who have developed specific preferences. In public libraries, experienced public services librarians, having learned the reading habits of regular patrons, may order new materials with the preferences of specific individuals in mind.

Reading Rainbow

A television series designed to interest children 4-8 years of age in the pleasures of reading outstanding books for children, ***Reading Rainbow*** is broadcast daily (M-F) for one-half hour by 95% of the public television (PBS) stations in the United States. Its fast-paced magazine-style format has garnered over 150 awards since its inception, including 13 Emmy Awards. Click here to connect to the ***Reading Rainbow*** homepage.

reading room

A specially designated room in a library, usually furnished with comfortable chairs, study tables, and reading lamps, where a person can study or read quietly without being disturbed. Reading rooms may also contain library materials such as reference books. Some libraries have wired their reading rooms to accommodate patrons using laptops, who require Internet access. Reading rooms in very large libraries, such as the New York Public Library at 5th Avenue and 42nd Street, are often beautifully designed and furnished.

readme

A small text file containing important instructions on how to use a computer program, or information about new developments affecting the user of a software system, which may not be included in the printed documentation. To avoid computer viruses, caution should be exercised when opening a readme file sent as an e-mail attachment.

read-only

A digital storage medium capable of being read but not modified or erased, used for data that is to be retained permanently, for example, ROM (read only memory) and CD-ROM. The opposite of rewritable. ***See also***: WORM.

Read Only Memory (ROM)

A memory chip containing instructions and/or data that cannot be changed or erased because the manufacturer created it in unalterable form. Usually contains the programs required to start the computer. Compare with CD-ROM.

ready reference

A reference question that can be answered by a reference librarian in one or two minutes by providing a fact or piece of information found in a single source, a type of question which sometimes turns out to be an opening gambit that develops into a more comprehensive search.

Also refers to the reference materials used most often in answering such questions, shelved for convenience in a separate location near the reference desk rather than in the reference section (*Books in Print*, *Encyclopedia of Associations*, *Statistical Abstract of the U.S.*, world almanacs, city directories, *Ulrich's Periodicals Directory*, etc.). Shelf dummies are used in the reference stacks to direct users to the correct location. Some libraries also provide online ready reference resources via their Web pages. Selection decisions are usually made by the public services librarians who work at the reference desk, based on consensus developed over time.

realia

Three-dimensional objects from real life such as artifacts, specimens, samples, and naturally occurring objects, sometimes borrowed or purchased by libraries for use in classroom instruction. In *AACR2*, the term is added inside square brackets [realia] as a general material designation following the title proper in the the bibliographic description. Compare with replica.

real time

Happening immediately, in the present moment. An electronic process, operation, or routine that occurs quickly enough to affect or respond to a related process taking place simultaneously in actual time. The opposite of asynchronous.

ream

As originally used in papermaking, the term referred to a unit of measurement consisting of twenty quires or 480 sheets of handmade paper, but the number of sheets in a ream eventually became standardized at 500 sheets of machine-made paper. More recently, European papermakers have adopted 1,000 sheets as the standard number.

rebacked

A book given a new spine and mended hinges, usually because the spine was cracked or the hinges weakened. Rebacking is not as extensive as rebinding since some of the original binding materials (usually the boards) are retained. ***See also***: backstrip.

rebinding

The complete rehabilitation of a book too worn to be mended or repaired, a process that usually entails removing the case or cover, resewing the sections, and applying a new cover. The steps involved in preparing a book for rebinding are collectively known as pulling. Very large libraries are often equipped to perform rebinding in-house, but smaller libraries must rely on the services of a commercial bindery. Compare with recased and recover. ***See also***: covers bound in.

reboot

To cause the files in the operating system of a computer to be re-executed, usually by selecting the option to "Restart" or "Reset," or by pressing **Ctrl+Alt+Del** on the keyboard. This procedure is sometimes helpful in getting a computer "unstuck" after it locks up unexpectedly during processing. If it fails, the user can cold boot the system, but powering down will result in the loss of unsaved data. Synonymous with *warm boot*. ***See also***: boot.

rebus

A type of puzzle in which certain words in a sentence are replaced by pictures of objects whose names suggest the meaning or sound of the words they are intended to represent, for example, a picture of a bed to suggest "sleep" or of an eye to represent the pronoun "I." According to James Bettley, editor of ***The Art of the Book*** (London: V&A Publications, 2001), the earliest known example appears in a treatise on penmanship by Giovambattista Palatino printed in 1540.

recall

A request by a library to one of its borrowers to return a borrowed item *before* its due date. In academic libraries, this occasionally happens when an instructor wishes to place the item on reserve.

In information retrieval, a measure of the effectiveness of a search, expressed as the ratio of the number of relevant records or documents retrieved in response to the query, to the total number of relevant records or documents in the database, for example, in a database containing 100 records relevant to the topic "book history," a search retrieving 50 records, 25 of which are relevant to the topic, would have 25% recall (25/100). One of the main difficulties in using recall as a measure of search effectiveness is that it can be nearly impossible to determine the total number of relevant records in all but very small databases. Compare with precision.

recased

A book that has come loose in or fallen out of its case or cover and been reglued into it, a process that usually requires new endpapers, but not resewing. Compare with recover and rebinding.

recataloging

The process of making substantial revisions in bibliographic records for items that have already been cataloged, usually in response to changes in the needs or policies of a library, for example, the addition of contents notes in records representing anthologies and other collected works. Compare with reclassification.

receiving

In acquisitions, the initial processing of an item shipped to the library by a publisher, jobber, or vendor, including verification that the correct item was shipped with all parts included, routing the invoice to the appropriate accounting office for payment, and updating the order record, usually with date received, number of parts received, and an indication of where the item was sent for the next step in processing.

recension

A revision of the text of a work, often a literary classic, based on a critical examination of earlier texts and authoritative sources, usually undertaken only after a consensus has developed among scholars concerning the weight of evidence. Compare with redaction. ***See also***: textus receptus.

recently returned

A code used in online catalogs and circulation systems to indicate the circulation

status of an item returned by a borrower and checked in by library staff so recently that it may still be on a holding shelf or in the process of being reshelved. The temporary designation assists staff in tracing the item if it cannot be located by call number in the stacks.

recessed monitor
See: monitor.

reciprocal agreement
A mutual understanding between libraries, usually concerning fees for lending via interlibrary loan, typically "we will not charge you, if you do not charge us."

reciprocal borrowing privileges
Loan privileges granted by independent cooperating libraries to members of each other's user groups, sometimes for a modest fee.

reclassification
Revision of the call numbers assigned to selected items to make their relationship to other items in the collection more consistent, for example, to reflect the merger of two classes very similar in subject. Also refers to the conversion of a collection (or part of a collection) originally cataloged under one classification system to another, for example, from Dewey Decimal classification to Library of Congress classification, or vice versa.

recon
See: retrospective conversion.

reconfigure
To change the way data is structured in a computer system.

record
An account of something, put down in writing, usually as a means of documenting facts for legal or historical purposes. Also, to make such an account. In a narrower sense, a formal document in which the content is presented in a named set of standardized data elements treated as a single unit, for example, a certificate, deed, lease, etc. In archives, a document created or received, and subsequently maintained, by an institution, organization, or individual in the transaction of official or personal business, or in the fulfillment of a legal obligation. ***See also***: bibliographic record and catalog record.

In computing, a collection of related data fields organized and accessible as a single entity. A machine-readable data file is a collection of such records.

Also, to use an audiorecording device to capture and store audio signals for playback. Also refers to any sound recording made on a vinyl disk, for example, a phonograph record.

recorded book
See: book-on-tape.

record group

In archives, an aggregation of all the records of a particular agency or person, or a body of records known to be related on the basis of provenance, usually stored together in their original order (see respect des fonds). A *record subgroup* consists of records within a record group, related in some way (functionally, chronologically, geographically, etc.) or produced by a subordinate unit of the agency responsible for creating, receiving, or accumulating the group. Subgroups may be further subdivided.

record item

In archives, the smallest separate and distinct unit of recorded material which, when accumulated, constitutes a record series, for example, a file in a group of related files. Compare with bibliographic item.

recordkeeping system

The methods and procedures used in creating, arranging, and maintaining records of the activities of an agency or individual, usually in some kind of systematic order (alphabetical, chronological, topical, functional, etc.) which may appear idiosyncratic to outsiders unfamiliar with the system. ***See also***: original order.

records

Documents in any form, created or received by an agency or person, accumulated in the normal conduct of business or affairs, and retained as evidence of such activity, usually arranged according to a discernible system of recordkeeping. ***See also***: active records, electronic records, inactive records, intermediate records, machine-readable records, official records, temporary records, time-expired records, vital records, and records management.

record series

In archives, records of the same provenance, determined upon inspection to belong together because they 1) are part of a recognizable filing system, 2) have been stored together because they were produced by the same activity, 3) are related to the same function or activity and are similar in format, or 4) comprise a set logically grouped in some other way. A record series is usually identified by a unique *series number* and may in some cases consist of a single record item.

records management

The field of management devoted to achieving accuracy, efficiency, and economy in the systematic creation, retention, conservation, dissemination, use, and disposition of the official records of a company, government agency, organization, or institution, whether in physical or electronic form, usually undertaken by a professionally trained *records manager* on the basis of a thorough records survey. Security and disaster preparedness are essential elements of a good records management program.

records survey

The systematic process of examining archival records in their administrative context to determine their content, format, provenance, original order, physical quantities and condition, rates of accumulation, and other characteristics, before beginning the work of describing and arranging them. The information gained in such a survey is also of

use in developing disposition schedules, planning conservation, determining access policy, and estimating the amount of space required to store them.

record structure

The pre-established sequence of fields and subfields used to describe a single item in a library catalog or bibliographic database, each field containing one or more related elements of description. For example, the journal title, volume number, date of issue, and page numbers in the source field of a record representing a journal article in a periodical database. Most catalogs and databases include textual field labels in the record display to help users distinguish the various categories of description.

recover

To apply a new cover to a volume, without resewing the sections. The process of making the new cover and attaching it to the sections is called *recovering*. Compare with recased and rebinding.

Also, to get back something that was lost, for example, library materials known to have been stolen or checked out and lost by the borrower. Fees may be refunded, depending on the circumstances. ***See also***: replevin.

recruitment

The process of attracting qualified personnel to work in a library or library system, by posting a notice and position description in library journals and to library-related electronic mailing lists, and by publicizing the vacancy at job fairs and word-of-mouth. Also refers to the efforts of library schools and professional library associations to attract promising students to the career of librarianship.

recto

The upper side of a leaf of parchment, vellum, or paper, or the right-hand page in a bound volume when opened, usually assigned an uneven page number. The opposite of verso. The title page and dedication, and the first page of the preface, introduction, table of contents, chapters, appendices, indexes, and other major parts of a book are printed on the recto. Also, the side of a single printed sheet intended to be read first, unless both sides are identically printed. Also known as the *obverse*.

recycled paper

Paper manufactured from reclaimed wastepaper that has been reduced to pulp and processed to remove ink and other impurities. Recycled paper is used in printing and as writing paper, to conserve natural resources and reduce the volume of refuse in sanitary landfills. Book publishers consider the highest grades suitable for printing fiction.

redaction

The process of editing, revising, and/or arranging to publish a work left incomplete or in a condition not suitable for publication, usually at the death of the author, done by a *redactor*. Also refers to the result of such an endeavor. Compare with continuation and recension.

red book

The popular name given to a manual containing official lists of state employees or other eminent people, for example, members of the British peerage, known by the color of its cover. Compare with blue book.

reduction

A reproduction or copy produced on a smaller scale than the original, usually indicated as a percentage of the initial size (a 50% reduction of an 8 x 10-inch original produces a copy measuring 4 x 5 inches). Most photocopiers available in libraries have reduction capability for the convenience of users. The opposite of enlargement. ***See also***: micrographics and reduction ratio.

reduction ratio

In microphotography, an indication of the number of times the size of a document or other object is reduced to form a microimage. For example, 25X means that the image is 25 times smaller than the linear dimensions of the original. Reduction ratios are classified as follows:

Low reduction - up to 15X
Medium reduction - 15X to 30X
High reduction - 30X to 60X
Very high reduction - 60X to 90X
Ultrahigh reduction - above 90X

redundancy

In communication, the use of repetition to reinforce a message and prevent misunderstanding, as in a sign that reads, "This Way to the Library" instead of simply "Library" or "To the Library." In a more general sense, any words or symbols not essential to the meaning of a message.

In computer systems, devices that stand ready to handle transmission or processing, if and when the units normally used for the purpose fail or have to be taken offline.

reel

A flanged circular holder with a hole running from end-to-end onto which a roll of processed film is wound, usually designed to be inserted in a projector, reader, reader-printer, or other display device. Open reels were once used for magnetic tape, but have been largely replaced by cartridges. Compare with spool.

referee

In scholarly publishing, an expert whose areas of specialization include the subject of a journal article or book, usually a professional peer of the author, to whom the editor or publisher sends the manuscript for critical evaluation before accepting it for publication. ***See also***: peer-reviewed.

refereed

See: peer-reviewed.

reference

A conventional word or phrase used in a work to refer the reader to another part of

the text (*see above* or *see below*), or a similar word or phrase used in an index, catalog, or reference work to direct the user from one heading or entry to another (*see* or *see also*). Also refers to any Latin phrase used in footnotes, endnotes, and bibliographies to refer the reader to works previously quoted or cited, for example, *ibid.* and *op. cit.* Sometimes used synonymously with citation.

Also refers to a letter written in support of a person's application for employment or housing, usually by someone familiar with the applicant's qualifications or reputation, or to a person who agrees to be contacted for such a recommendation, usually by telephone.

Reference and User Services Association (RUSA)

Established as a division of the American Library Association in 1972, **RUSA** has a membership consisting of librarians and other individuals committed to promoting the delivery of reference and information services to all persons, regardless of age, in libraries of all kinds. **RUSA** publishes the journal *Reference and User Services Quarterly (RUSQ)* and maintains the online newscenter *RUSA Update*. Click here to connect to the **RUSA** homepage.

reference book

A book designed to be consulted when authoritative information is needed, rather than read cover-to-cover. Reference books often consist of a series of signed or unsigned "entries" listed alphabetically under headwords or headings, or in some other arrangement (classified, numeric, etc.). The category includes almanacs, atlases, bibliographies, biographical sources, catalogs, concordances, dictionaries, directories, discographies and filmographies, encyclopedias, glossaries, handbooks, indexes, manuals, research guides, union lists, and yearbooks, whether published commercially or as government documents. Long reference works may be issued in multivolume sets, with any indexes in the last volume. Reference works that require continuous updating may be published serially, sometimes as loose-leaf services.

In libraries, reference books are shelved in a separate section called the reference stacks and are not allowed to circulate because they are needed to answer questions at the reference desk. Reference books are reviewed in *American Reference Books Annual*, *CHOICE*, *Library Journal*, the *Reference Books Bulletin* section of *Booklist*, *Reference Services Review*, and *Reference and User Services Quarterly* published by RUSA. The two leading bibliographies of English-language reference materials are ***Guide to Reference Books*** published by the American Library Association and ***Walford's Guide to Reference Materials*** published by the Library Association (UK). Compare with circulating book. ***See also***: popular reference book.

Reference Books Bulletin (RBB)

A separate section at the end of the review publication *Booklist*, providing reviews of approximately 500 reference books and electronic reference materials annually. General encyclopedias and certain types of dictionaries are often reviewed together to facilitate comparison. ***RBB*** has its own editorial board and, unlike *Booklist*, publishes reviews of items *not* recommended for purchase. Click here to connect to the ***RBB*** homepage.

reference collection

Books not meant to be read cover-to-cover, such as dictionaries, handbooks, and encyclopedias, shelved together by call number in a special section of the library called the reference stacks. Reference books may not be checked out because they are needed by librarians to answer questions at the reference desk. Their location and circulation status is usually indicated by the symbol "R" or "Ref" preceding the call number in the catalog record and on the spine label. ***See also***: ready reference.

reference desk

When a person has a question about how to find specific information or how to use library services and resources, assistance can be obtained by contacting the public service point located near the reference collection of the library (in person, by telephone, or in some libraries via e-mail). A professionally trained reference librarian scheduled to work at the reference desk will try to provide an answer or refer the inquirer to a knowledgeable source. In large public and academic libraries, the reference desk may be staffed by two librarians, especially during periods of peak use. Compare with information desk. ***See also***: reference interview and roving.

reference interview

The interpersonal communication that occurs between a reference librarian and a library user to determine the person's specific information need(s), which may turn out to be different than the reference question as initially posed. Because patrons are often reticent, especially in face-to-face interaction, patience and tact may be required on the part of the librarian. A reference interview may occur in person, by telephone, or electronically (usually via e-mail) at the request of the user, but a well-trained reference librarian will sometimes initiate communication if a hesitant user appears to need assistance. ***See also***: roving.

reference librarian

A librarian who works in public services, answering questions posed by library patrons at a reference desk, by telephone, or via e-mail. A reference librarian may also be called upon to provide point-of-use instruction on the use of library resources and information technology. Most reference librarians also assist in the selection of a balanced collection of reference materials to meet the information needs of the library's clientele. ***See also***: roving.

reference mark

A printer's symbol used in text to refer to material printed in a different place, for example, in a footnote or in another passage on the same page. When more than one reference is given on a page, the order of symbols is: asterisk, dagger, double dagger, section mark, parallel mark, and paragraph mark. Numerals in superscript are preferred by most publishers to indicate the sequence of multiple references.

reference question

A request from a library user for assistance in locating specific information or in using library resources in general, made in person, by telephone, or via e-mail. In most libraries, reference questions are answered by a professionally trained reference librarian during a regularly scheduled shift at the reference desk, but in small libraries

this function may be performed by a paraprofessional. A reference interview may be required to determine the precise nature of the information need. Questions are usually recorded for statistical purposes by category (directional, informational, instructional, referral) in a transaction log.

reference serial

A publication used by reference librarians to find authoritative information, which is issued successively at regular or irregular intervals with no indication of an ending date. The category includes dictionaries and encyclopedias (*example*: ***Contemporary Authors***), directories (***AV Market Place***), annuals (***Europa World Year Book***), loose-leaf services (***Facts on File***), etc. Reference serials are normally placed on continuation order and shelved with other reference materials in the reference stacks.

reference services

All the functions performed by a trained librarian employed in the reference section of a library to meet the information needs of patrons (in person, by telephone, or via e-mail), including but not limited to answering substantive questions, instructing users in the selection and use of appropriate tools and techniques for finding information, conducting searches on behalf of the patron, directing users to the location of library resources, assisting in the evaluation of information, referring patrons to resources outside the library when appropriate, keeping reference statistics, and participating in the development of the reference collection.

reference source

Any publication used by a reference librarian to provide authoritative information in response to a reference question, including but not limited to reference books, catalog records, printed indexes and abstracting services, and online bibliographic databases. Individuals and services outside the library who can be relied upon to provide authoritative information are considered *resources* for referral.

reference stacks

The area of a library in which the reference collection is shelved in call number order, usually located near the reference desk, open to the public in most public and academic libraries in the United States. Printed periodical indexes may be shelved separately from the reference book collection, usually alphabetically by title or in a classified arrangement. ***See also***: ready reference.

reference statistics

In most libraries, the librarians who work at the reference desk keep a daily transaction log in which they record reference questions, usually by hour and type of question (informational, directional, instructional, referral, etc.). Compiled by week, month, and year, the results are analyzed to reveal patterns and trends helpful in anticipating staffing needs, scheduling the reference desk, developing the reference collection, and planning new services. The librarian responsible for supervising reference services may also cite them in reports submitted to the library administration.

referral

A type of reference transaction in which a patron with an information need is directed to a reputable person or agency outside the library, better qualified to provide assistance. In some public libraries, a list or index of referral agencies and resources, with contact information, is maintained at the reference desk for this purpose. ***See also***: information and referral.

Reforma

Established in 1971 as an affiliate of the American Library Association, **Reforma** actively promotes the development of Spanish-language and Latino-oriented library collections, recruitment of bilingual and multicultural librarians and support staff, development of library programs and services for the Latino community, public awareness of library services among Latinos, lobbying on behalf of the information needs of Latinos, and liaison with other professional organizations. Click here to connect to the **Reforma** homepage.

reformat

To convert a document from one format to another without changing its content, for example, a journal article published in print to microform for compact storage, or from print to ASCII text for inclusion in a full-text periodical database. In preservation, reformatting is usually undertaken when the long-term survival of a document in its current format is unlikely, for example, a work published electronically in a medium rapidly becoming obsolete, or a document printed on acid paper which is in an advanced state of deterioration.

Also, to prepare a floppy disk for a new use by completely erasing any data stored on it. Normally when a disk is reinitialized, it is also tested to make sure it is still reliable.

refresh

See: reload.

regional book

A term used in the publishing industry for a book written to appeal to readers who live in, or have an interest in, a specific geographic area. Regional books are often published by small presses for sale in local bookstores or by mail-order. They include local histories, biographies, genealogies, directories, cookbooks, travel guides, field guides, etc. Some public libraries shelve them in a separate section to make them more accessible.

regional library

A public library serving the information needs of a group of communities or counties in the United States, supported by public funds provided by the units of government within its service area (*example*: the King County Library System in the Seattle metropolitan area).

register

The alignment of pages back-to-back during the printing of the second side of a sheet, to make the text blocks coincide exactly. In multicolor printing, the precise alignment

of the impression for each color with the one(s) preceding it to produce an image that is *in register* (sharp), rather than *out of register* (blurred). Also refers to the list of symbols by which the signatures of a book are marked to indicate their sequence in binding.

In bookbinding, a length of thin ribbon glued to the top of the spine of a book before lining, for use as a bookmark. Books used in the services of the Roman Catholic Church sometimes have several ribbons in different colors for marking more than one page in the text. In French bookbinding of the 16th century, a precious stone or other ornament was sometimes attached to the ribbon. Synonymous in this sense with *signet*.

Also refers to a list of names, addresses, events, dates, etc., usually compiled in a single chronological or numerical sequence and maintained as an official log or record. The term is also used for the act of recording information in such a list. ***See also***: registry.

registry

The office responsible for maintaining one or more official lists or registers of names, addresses, events, dates, or other information, usually for legal purposes. For example, in the United States the official registry for copyrights is the U.S. Copyright Office of the Library of Congress. The term is sometimes used for the list or record itself. ***See also***: International Serials Data System and National Film Registry.

regular

The frequency of a serial publication issued at intervals governed by an established rule, usually of uniform length, expressed in days, weeks, months, quarters, years, etc. (*example*: monthly with the exception of August and December). The opposite of irregular.

Also refers to a person who attends a certain type of event or uses the same service(s) at fairly predictable intervals. Libraries often have regular patrons whose habits and reading preferences become familiar to the public services librarians who serve them.

reimburse

To pay back money spent by another person or compensate someone for damages or expenses incurred, usually upon presentation of a receipt verifying the amount. In libraries, employees may be reimbursed for travel expenses, office supplies purchased out of pocket, etc.

reinforced binding

A publisher's binding that has been strengthened, usually by adding a strip of cloth to each hinge and using stronger thread to sew the sections, but which does not meet the standards for prelibrary binding.

reinstate

To return something to a former condition, or a person to a position from which he or she has been removed, sometimes in compliance with the outcome of a grievance procedure or lawsuit.

reissue

A second or subsequent impression of a previously published edition in which the text remains substantially the same, but the title page may be redesigned and the front matter and back matter altered.

rejection slip

A printed slip sent by a publisher with a returned manuscript to inform the author that the work has *not* been accepted for publication. ***See***: over the transom.

related body

A corporate body associated with another corporate body, but not functioning under its direct authority, for example, a Friends group that supports a library through volunteer work, fund raising, advocacy, and other activities, but is not a unit within its organizational structure. Compare with subordinate body.

related term (RT or R)

A descriptor or subject heading in a hierarchical classification system, closely related to another term conceptually, but not hierarchically (*example*: "Media Specialists" under "School Libraries"). A descriptor or subject heading may have more than one related term (*example*: "Children's libraries" under "School Libraries"). Compare with broader term (BT) and narrower term (NT).

related work

See: dependent work.

relationship

As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), the nature of the link between entities, for example, between one work and another (a "prequel to" Shakespeare's play ***Hamlet***), between a work and one of its expressions (the film version of ***Hamlet*** "adapted and directed by" Kenneth Branagh), between an expression and one of its manifestations (Branagh's adaptation of ***Hamlet*** "embodied in" the videorecording released in 1997 by Columbia TriStar Home Video), or between a manifestation and one of its items (a set of videocassettes "exemplifying" the 1997 videorecording of Branagh's interpretation of ***Hamlet***).

relative humidity

See: humidity.

relative index

A subject index to a classification system, indicating the classes under which subjects are listed, with their notations. In the Dewey Decimal Classification schedules, subjects are arranged by discipline. At the end of the schedules, an alphabetical index of subjects is provided (the Relative Index), indicating the disciplines in which each subject is found, listed in alphabetical order and indented under the heading for each subject, with the corresponding class numbers listed in a column on the right-hand side of the page. For example, the entry for the subject "Books" directs the cataloger to the discipline "Bibliographies" which has the notation **011**, and also to "Publishing" (**070.5**), "Sociology" (**302.232**), and "Technology" (**686**).

release

To allow copies of a recorded work to be issued, shown, or sold to the general public for the first time. In the case of motion pictures and videorecordings, to permit copies to be distributed for public viewing. In exceptional cases, a motion picture may be *rereleased* in significantly altered form. In library cataloging, the release date is used as the publication date in the bibliographic description. ***See also***: press release.

release date

The date on which a motion picture or videorecording is officially made available for distribution to theaters for public viewing, or to wholesale and retail outlets for sale. In library cataloging, year of release is entered in the publication distribution, etc. area of the bibliographic record representing the item. Compare with publication date.

release print

The final version of a motion picture, intended for distribution to public audiences, in some cases shorter than the director intended. In some cases, an initial print found to be too long is *rereleased* after having been cut (*example*: Disney's ***Fantasia***). On very rare occasions, a motion picture from which important scenes were cut is rereleased after having been restored to its original length (Frank Capra's ***Lost Horizon***). When such an item is cataloged by a library, the phrase "original restored version" is added as a note in the bibliographic description. Synonymous with *showprint*.

relevance

The extent to which information retrieved in a search of a collection or a resource, such as an online catalog or bibliographic database, is judged by the user to be "about" the subject of the query. Relevance depends on the searcher's subjective perception of the degree to which the document fulfills the information need, which may or may not have been expressed fully or with precision in the search statement. Measures of the effectiveness of information retrieval, such as precision and recall, depend on the relevance of search results. Compare with pertinence. ***See also***: false drop and relevance ranking.

relevance ranking

A feature of some search software which weights the documents or records retrieved in a search according to the degree to which they meet the requirements of the query. Ranked results are normally presented in decreasing order of relevance, computed on the basis of the number of occurrences of each search term in the document or record, and the weight assigned to the field(s) in which each term appears (title, subject headings, abstract, or full-text).

relevance ratio

See: precision.

relief map

A topographic map showing the elevation of an area of the surface of the earth by means of standard graphic techniques, such as linear contour lines, hachures, shading, or tint. The U.S. Geological Survey (USGS) issues relief maps of the fifty states, available in the government documents collections of larger depository libraries.

Compare with planimetric map. ***See also***: bathymetric map.

relievo binding

A binding made from leather that is softened, then molded and deeply embossed, a technique used in 19th century England to introduce designs reflecting the Victorian revival of Gothic style. In Italian, *relievo* means "relief." ***See also***: papier mache binding.

religious book

A work of fiction or nonfiction in which the main theme is based on a particular religious faith. Included in the category are sacred texts, devotional works, materials for religious professionals, textbooks for religious education, and inspirational titles intended for laypersons. Some publishers specialize in religious works (*examples*: Zondervan, Judaica Press, and Kazi Publications). Large publishers may have a division devoted to religious publishing (*example*: Schocken Books within Random House). New Christian fiction is reviewed regularly in a separate section of *Booklist*. Religious books are sold in religious bookstores, through religious book clubs, and increasingly in trade bookstores. Public libraries select judiciously with an eye toward maintaining a balanced collection.

reload

An option in the toolbar of a Web browser that causes the currently displayed Web page to be retrieved from its original remote address, rather than from the browser cache of the computer used to retrieve it, necessary if the data available from the site is time-sensitive (news, stock quotes, weather reports, current statistics, etc.). Some Web pages are designed to automatically *refresh* at regular intervals.

relocation

In Dewey Decimal Classification, the editorial decision to shift a subject from one class number to another in a new edition of the schedules, resulting in more than just a change in length of notation (*example*: "sociolinguistics" relocated in the 20th edition from **401.9** to **306.44**).

remainder binding

See: remainders.

remainder mark

A mark made by the publisher on the bottom edge of a book, usually with a stamp, permanent marking pen, or spray paint to indicate that it has been remaindered, as a means of distinguishing it from copies sold at list price or regular discount.

remainders

A publisher's overstock (unsold copies of a book or other item) purchased by lot by a *remainder dealer* on the understanding that they may be offered for sale at a substantially reduced price. Bound remainders may be marked to distinguish them from copies sold at list price. Unbound remainders may be bound in an inexpensive *remainder binding* or reduced to pulp if there is no market for them.

The fact that a book is *remaindered* does not necessarily reflect the quality of the

work: the edition may have been too large, the published price too high, the subject matter esoteric or ephemeral, or the content revised and issued in a new edition. Abbreviated *rem*. Compare with job lot.

remake
: In printing, to rearrange the typographic elements on a printed page or in an entire publication, or to repaginate a publication (or a portion of it) from beginning to end. ***See also***: make-up.

remboite
: From the French word *remboiter* meaning "to fit back into." A descriptive term for a book that has been rebound in covers removed from another volume, usually a binding that is in better condition, or more valuable or attractive.

remote access
: Communication with a distant computer system or network as if one were a local user. To log on, the user may be required to enter an authorized username and/or password. Special communications software and/or hardware, such as a modem, may also be necessary. In most online library catalogs, a certain number of ports are reserved for remote access. ***See also***: authentication.

removes
: A printing term for notes or quotations set in smaller type at the foot of a page of text, for example, a book set in 12-point might have footnotes or endnotes set in 10-point or smaller type.

renaissance librarian
: A librarian who cultivates a broad and deep understanding and appreciation of, and lively interest in, all aspects of librarianship, despite having developed at least one specialization.

renew
: To extend the period of time for which a book or other item is loaned by a library, usually by the length of the normal loan period. Renewal policies vary, but most libraries allow at least one renewal for most types of materials. To avoid fines, items checked out must be renewed by the borrower on or before the due date.

  Also, to extend the period during which a periodical subscription is to be delivered, usually by an additional year or period of years, in exchange for payment of a renewal fee by the subscriber. A price break may be given to subscribers who renew for more than one year. ***See also***: renewal notice.

renewal
: An extension of the loan period for a book or other item, usually for the length of the normal borrowing period. Also, the reregistration of a borrower at the end of an established period of library membership. Also refers to an extension of the period during which a periodical subscription is to be delivered following payment of a renewal fee by the subscriber. ***See also***: renewal notice.

renewal notice

A notice sent by the publisher of a periodical to inform a subscriber or subscription agent that unless a renewal fee is paid before a designated expiration date, the subscription will end.

renovation

A major refurbishing of existing facilities to make them appear new or like new. In a library, this can mean anything from repainting, recarpeting, and installing new ADA-compliant furnishings and equipment, to the complete gutting of an old building and reconstruction to meet current needs and contemporary design standards. Extensive renovation may require moving the library to a temporary location until alterations are completed. Major renovations are reported annually in *Library Journal* and in the *Bowker Annual Library and Book Trade Almanac*. Compare with expansion and new construction. ***See also***: retrofit.

rental collection

Books in such high demand that they are circulated by a public library for a small fee, usually in multiple copies. Not all public libraries provide rental collections. Some use a waiting list or allow holds to be placed on high-demand items.

Also refers to a nonbook collection such as a videocassette or film library for which a rental fee is charged when an item is borrowed, usually to help meet the high cost of acquisitions and maintenance (*example*: Facets).

reorder

In library acquisitions and bookselling, any order for a stock item placed after the initial order has been received. Reordering is necessary when the original order is lost or canceled (usually because the item was unavailable when the order was first placed).

repackaging

Reissuing a previously published book in a different format to enhance its appeal to readers outside its primary market, sometimes by making it more affordable, as in a paperback edition, or easier to read, as in a large print edition.

repaginated

A book or other publication in which the numbers originally assigned to successive pages have been changed. Synonymous with *repaged*. ***See also***: remake.

repairing

The partial rehabilitation of a worn book or other item, including restoration of the cover and reinforcement of the hinges or joints, more extensive than mending, but less extensive than recasing or rebinding. In most libraries, repairs are done in-house. Click here to connect to *A Simple Book Repair Manual* maintained by the Preservation Services department of the Dartmouth College Library.

repeatable (R)

A MARC field that may occur more than once in the same bibliographic record, for example, the **600** field, reserved for personal names used as subject added entries. A

repeatable subfield may occur more than once in the same field. The opposite of nonrepeatable (NR).

replacement

A book or other item purchased by a library to take the place of a lost, damaged, or worn-out copy of the same title, not necessarily of the same edition if the original edition is out of print. Also, a copy sent by a publisher or jobber as a substitute for one found by a library or other purchaser to contain imperfections.

replevin

The recovery of archived property (records, manuscripts, documents, etc.) by an organization or institution claiming ownership. Also refers to the writ or legal action by which such property is recovered.

replica

A reproduction or copy of a work of art, especially one made by the artist who created the original, or produced under the artist's supervision. In a more general sense, any very close reproduction or copy of an object, especially one made on a smaller scale than the original. Synonymous with *doublette*. Compare with facsimile and realia.

report

A separately published record of research findings, research still in progress, or other technical findings, usually bearing a *report number* and sometimes a *grant number* assigned by the funding agency. ***See also***: ERIC document.

Also, an official record of the activities of a committee or corporate entity, the proceedings of a government body, or an investigation by an agency, whether published or private, usually archived or submitted to a higher authority voluntarily or under mandate. In a more general sense, any formal account of facts or information related to a specific event or phenomenon, sometimes given at regular intervals. Abbreviated *rept*. ***See also***: annual report.

repository

The physical space (building, room, area) reserved for the permanent or intermediate storage of archival materials (manuscripts, rare books, government documents, papers, photographs, etc.). To preserve and protect archival collections, modern repositories are equipped to meet current standards of environmental control and security. Whether a repository is open or closed to the public depends on the policy of the parent institution. Sometimes used synonymously with depository.

representative fraction (RF)

In cartography, the relationship of scale between distance on a map or chart and the actual distance on the surface of land or sea represented on the map, given in the legend as a ratio understood to be in standard units of measurement (*example*: 1:1,00,000).

reprint

A new impression of an existing edition, often made by photographic means, or a new edition made from a new setting of type which is a copy of a previous impression,

with no alterations in the text except perhaps the correction of typographical errors. The work may also be given a redesigned title page and cover. The date of reprinting is usually included in the details of publication on the verso of the title page. The review publication *Library Journal* includes a "Classic Returns" section in each issue, highlighting recent reprints. Compare with reissue. ***See also***: reprint book and reprint publisher.

Also refers to a separately issued article, essay, chapter, or other portion of a previously published work, whether printed from a new setting of type or reproduced by other means. Compare with offprint.

reprint book

A collection consisting of articles previously published in one or more magazines or journals. The articles are used in their original format as camera-ready copy, rather than reset by the printer in uniform typographic style.

reprint publisher

A publishing company that specializes in new impressions of previously published titles which the original publisher has allowed to go out of print, despite continuing demand. Reprint rights must be negotiated with the copyright holder. The number of copies in a reprint edition is usually less than in the original edition.

reproduction

A close copy of a work of art made mechanically or by hand for the commercial market, for example, a printed poster of a painting or drawing. Reproductions of large works are usually done on a smaller scale than the original. Price usually depends on quality and fidelity to the original. Also refers to an exact copy of a written or printed document made by mechanical or electronic means, for example, a photocopy. ***See also***: reprography.

reprography

A general term encompassing the processes of document reproduction or copying, by any method except large-scale professional printing, including photography, microphotography, photocopying, and photoduplication. For a more detailed overview of the various methods, please see the entry by J. E. Davies in the ***International Encyclopedia of Information and Library Science*** (New York: Routledge, 1997). Click here to connect to the reprographics section of the *Conservation OnLine (CoOL)* Web site.

republication

The process by which a previously published work is reissued by a *different* publisher, without alteration of the text. Sometimes refers to the reprinting of such a work in another country. Also refers to any publication reissued in this manner.

required if applicable and readily available (R)

Under OCLC input standards, a field or subfield of the MARC record in which data must be entered if 1) appropriate in *AACR2* or essential for efficient access or effective processing, and 2) it is available in or on the item at hand, from other

bibliographic records in the OCLC online union catalog, or from OCLC authority file records. Compare with mandatory and optional.

requisition

A written request, usually submitted to the acquisitions department of a library on a standardized form, for the order of materials, equipment, supplies, or services. Compare with purchase order.

rerun

In printing, a job redone because the quality of the first press run was not acceptable. Also refers to the rebroadcast of previously released television programming, more common during the summer months than at other times of the year.

research

Systematic, painstaking investigation of a topic, or in a field of study, often employing techniques of hypothesis and experimentation, undertaken by a person intent on revealing new facts, theories, or principles, or determining the current state of knowledge of the subject. The results of original research are usually reported in a primary journal, in conference proceedings, or in a monograph by the researcher(s) who conducted the study. In the sciences, methodology is also reported to allow the results to be verified. ***See also***: heuristic and library research.

research collection

A library collection sufficiently comprehensive to support specialized research in an academic discipline or field. A good research collection includes primary sources, secondary sources, and the bibliographic tools needed to conduct an exhaustive search of the literature. Development of such a collection requires considerable time, and the knowledge and experience of one or more subject specialists. ***See also***: research library.

researcher

A person who conducts a careful, systematic investigation of a subject, or inquiry in a field of study, to establish facts, reveal underlying principles, and determine the current state of knowledge. ***See also***: research library.

research guide

A printed or online resource that provides detailed information, instructions, and advice concerning the best strategies, techniques, and resources for research in a subject or field of study. Book-length research guides are usually shelved in the reference section of a library (*example*: ***Shakespeare: A Study and Research Guide*** by David M. Bergeron and Geraldo U. de Sousa). Most academic libraries provide one- or two-page handouts on a display rack near the reference desk, explaining research techniques and listing finding tools appropriate to each discipline.

Research Libraries Group (RLG)

Founded in 1974, **RLG** is a consortium of over 160 universities, national libraries, archives, historical societies, museums, and related institutions with substantial collections for research and learning. Devoted to improving access to information

through collaboration, **RLG** maintains the *RLIN* online bibliographic database of nearly 88 million items and publishes *Research Libraries Group News* in three issues per year. Click here to connect to the **RLG** homepage. ***See also***: conspectus.

Research Libraries Information Network (RLIN)

An information management and retrieval system consisting of an online union catalog of the holdings of members of the Research Libraries Group (RLG) combined with the *English Short Title Catalog (ESTC)* and authority files. ***RLIN*** contains over 88 million records and is used by hundreds of libraries, archives, and museums for cataloging, interlibrary loan, and control of manuscript and archival collections. Click here to learn more about ***RLIN***.

research library

A library containing a comprehensive collection of materials in a specific field, academic discipline, or group of disciplines, including primary and secondary sources, selected to meet the information needs of serious researchers (*example*: Folger Shakespeare Library in Washington D.C.). The primary emphasis in research libraries is on the *accumulation* of materials and the provision of access services to scholars qualified to make use of them. In most large research libraries, access to collections containing rare books and manuscripts is restricted. ***See also***: Association of Research Libraries, Center for Research Libraries, and Research Libraries Group.

research paper

A written composition, usually five or more pages in length, assigned as an exercise in a formal course of study. The writer is expected to state a thesis and advance a logical argument based on supporting information found in a systematic investigation of the topic. The source of quotations, facts, and ideas not those of the author must be documented in footnotes or endnotes, and a bibliography.

reserves

In academic libraries, materials given a shorter loan period (one-hour, three-hours, overnight, 3-day, etc.) for a limited period of time (usually one term or semester) at the request of the instructor, to ensure that all the students enrolled in a course have an opportunity to use them. Items on closed reserve must be used on library premises. Instructors sometimes put personal copies on reserve, usually at their own risk.

Fines charged for overdue reserve items are higher than for materials not on reserve, to encourage prompt return. In some academic libraries, reserves are available electronically, usually as an option in the online catalog or through software accessible via the library's Web site. Synonymous with *reserve collection* and *short loan collection*. ***See also***: open reserve.

reshelving

The job of returning books and other items to the shelves of a library in correct call number sequence after they have been used, usually performed by a student assistant in an academic library or by a staff member called a page in a public library. ***See also***: reshelving cart and shelf reading.

reshelving cart

A double-sided wheeled cart equipped with 2-3 shelves to hold recently returned items until they are aready to be transported to the stacks and placed back on the shelf. If a book or periodical volume is listed as available in the catalog but is "not on the shelf" (nos), it may be on a cart waiting to be reshelved. Some online catalogs indicate in the catalog record the circulation status of items recently returned. Synonymous with book truck.

residuum

The portion of an author's total body of work, considered by scholars and critics to be of lasting value. ***See also***: classic.

resignation

Formal notice of an employee's intention to terminate employment, usually given to the employer in writing, effective on a specific date. Most employment contracts require 30-60 days notice to allow the employer sufficient time to reallocate workload while a search for a replacement is conducted. Compare with retirement.

resized

A printed sheet or leaf in a book that has been washed, usually to remove writing, stains, or acid from the paper, and then recoated with a sizing compound to add stiffness and provide a protective finish.

resolution

The amount of fine detail on a computer screen, in a photograph, or on a printed page, expressed as the number of pixels or dots per line, inch, or centimeter. The more units, the higher the resolution and the sharper the image. ***See also***: VGA and SVGA.

Also refers to a formal statement of opinion or intention, issued by an assembly, organization, or group. In the United States, the text of Congressional resolutions can be found in the federal government documents section of depository libraries and online via the *GPO Access* Web site.

In literature, the term is used synonymously with *denouement*, the final phase of a work of narrative fiction or drama, in which unanswered questions are resolved and the action brought to a logical conclusion.

resource sharing

The activities that result from an agreement, formal or informal, among a group of libraries (usually a consortium or network) to share collections, data, facilities, personnel, etc., for the benefit of their users and to reduce the expense of collection development.

respect des fonds

A French term for the principle of provenance under which the archival records of an agency or individual are maintained separately according to source, rather than combined or intermingled with those of different origin.

respondent

A candidate for an academic degree who must defend, against one or more opponents, a thesis proposed by a faculty moderator acting as the praeses in a formal disputation.

response time

In computing, the amount of time that elapses between the submission of input (a query, command, data, etc.) and the return of results (output) by the system. On the Internet, response time depends on speed of connection and amount of traffic on the network, which varies with time of day, day of week, etc. When a server goes offline, response time may be delayed indefinitely. Compare with turnaround time.

restoration

In conservation, the physical process of returning a damaged, worn, or otherwise altered document to its original condition, or as close an approximation of the original condition as possible. Before restoration can begin, deterioration must be stabilized by whatever method is most appropriate. To preserve the evidential value of an item in its altered condition, care should be taken to make repairs both visible and reversible (if possible).

restricted access

The privilege of using a library collection under specific conditions established as a matter of library policy. In archives and special collections, the use of rare books, manuscripts, and other unique and valuable materials may be limited to a particular room or a certain method, or by appointment only. In the United States, large private university libraries may limit access to the stacks to registered students, faculty, and staff, and to outside researchers granted special permission to use specific collections. The opposite of *unrestricted*. Compare with controlled access. ***See also***: open stacks and closed stacks.

resume

A summing up. In hiring, a statement of the experience and qualifications an applicant brings to the position. Handbooks on resume preparation are available in the reference section of most public and academic libraries. The New Members Round Table (NMRT) of the American Library Association provides a resume review service for recent library school graduates. ***See also***: *curriculum vitae*.

retail price

See: list price.

retention

Holding or keeping materials in possession, usually in a desired state or condition, as opposed to disposing of them. In archives, the retention period for documents is usually indicated in the disposition schedule. Academic and research libraries generally purchase materials with the intention of retaining them indefinitely; public libraries weed on the basis of circulation. Long-term retention of library materials may require preservation measures, such as reformatting.

Also refers to the extent to which a company, organization, or institution is able to keep its personnel from accepting employment elsewhere, and to the capacity of an

academic institution to keep students enrolled through graduation.

retention period

In archives, the length of time that records of a specific category or origin must be retained before they are transferred to intermediate storage or given some other disposition. In the absence of statutory or regulatory stipulations, the period is usually determined by current usage and projected need.

retention schedule

See: disposition schedule.

retirement

Resignation from a position of employment with the intention of ending a career, a step usually taken at an age when the *retiree* is in a position to live on other income (pension, retirement savings, social security, etc.). *Early retirement* is resignation before the age at which most employees cease working, sometimes in response to a special offer of eligibility or compensation made by management ("golden handshake"). Under a policy of *mandatory retirement*, employees are not allowed to continue working beyond a certain age.

retitled edition

All the copies of a book reissued under a title that is not the same as the title of the original edition. In *AACR2*, the original title is entered as a note in the bibliographic description when the item is cataloged. ***See also***: changed title.

retrofit

To adapt an older library facility to accommodate improvements in information technology, a process that often involves not only the installation of new equipment and furnishings, but may also require structural alterations, reallocation of space, changes in lighting and HVAC, additional electrical and telecom wiring, and attention to noise control, traffic patterns, etc.

retrospective

Including works created or published in the past, rather than current or recently issued materials, as in a retrospective bibliography. In a more general sense, anything pertaining to events or activities that occurred in the past, rather than the present, as in the retrospective conversion of existing bibliographic records to another format.

retrospective bibliography

A bibliography restricted to materials published in the past, usually limited to a specific period of time (*example*: ***Agriculture and the GATT: A Retrospective Bibliography, 1948-1980*** by Wayne K. Olson). The opposite of current bibliography.

retrospective conversion

The process of converting existing bibliographic records from manual, human-readable form, such as cards in a card catalog, into machine-readable format, usually by matching the old records one-at-a-time to those contained in an authoritative database of machine-readable records. Once a match is made, the cataloger downloads as much of the machine-readable record as the library needs,

usually for a modest fee. In the United States, OCLC provides most of the MARC records used in retrospective conversion. Abbreviated *recon*. Compare with recataloging.

retrospective search

A search for information that is no longer current. Bibliographic databases that support this type of searching usually index information in repositories and archival collections in which documents may be added but are rarely modified or removed. Some search software allows the user to specify a publication date range, to exclude current materials.

returnable

In interlibrary loan, materials that the lending library expects the borrowing library to return, usually within a designated period of time unless renewed, as opposed to materials, such as photocopied articles, provided without expectation of return.

Also refers to an item that may be returned by a library to the seller for credit, usually under specific conditions explicitly stated in the seller's return policy.

return policy

The conditions established by a publisher under which items ordered, shipped, and delivered may be returned for credit by a library or bookseller. Items received in damaged condition, not the fault of the receiver, are understood to be returnable. The return policy for undamaged items is normally stated on the publisher's invoice, usually in code, **NR** or **XR** indicating *no returns* or *nonreturnable*. Items that have been processed or specially bound at the request of the purchaser are not returnable unless a major defect is found within a reasonable time. When an item is returned for a valid reason, a replacement copy is usually sent by the publisher. ***See also***: returns.

returns

Books or other items sent back to the publisher by a bookseller who purchased them under terms allowing unsold stock to be returned for credit. Also, items returned to a publisher or jobber by a library under an approval plan or book lease plan, or because they were found upon delivery to be damaged or defective. The conditions under which items may be returned for credit are stated in the publisher's return policy. On the invoice, the symbol **NR** or **XR** indicates that returns are *not* allowed.

reverse chronological

The arrangement of data, records, items, headings, entries, etc., according to their relation in time, from the most recent to the earliest. In online catalogs and bibliographic databases, the default display of records retrieved in a keywords search is often reverse chronological order. The opposite of chronological.

reversibility

In document conservation, the degree to which a procedure can be *undone* without adversely affecting the condition of the item. As a general rule, reversible procedures are preferred because future research or legal developments may require that the item be restored to its original condition. However, since complete reversibility may be

difficult to achieve, it must be balanced against other priorities. ***See also***: irreversible.

review

An evaluative account of a recent artistic performance or exhibit, or of a newly published literary or scholarly work, usually written and signed by a qualified person, for publication in a current newspaper, magazine, or journal. The account can be descriptive, reportorial, comparative, critical, or serve as a vehicle for a lengthy essay in which the reviewer discusses several recently published works (omnibus review) or a broader topic for which the works reviewed serve as a springboard. In libraries, selection decisions are based primarily on reviews. Synonymous with *critique*. Compare with puff. ***See also***: review lag.

Book reviews are indexed by the year in which they were published and by author of title reviewed in ***Book Review Digest*** and ***Book Review Index***, available in the reference section of most academic and large public libraries. Film reviews are indexed by title of film under the heading "Motion picture reviews--Single works" in the volume of ***Reader's Guide to Periodical Literature*** corresponding to date of release. Reviews can also be located online in general periodical databases by entering keywords from the title of the work reviewed, as search terms. For a list of online review sources, please see ***AcqWeb's*** *Directory of Book Reviews on the Web*.

Also refers to a periodical devoted primarily to publishing articles of criticism and appraisal (*example*: ***Romantic Review***).

review copy

A complimentary copy of a new book or other work in its final form, sent by the publisher at no charge to a person who writes reviews, to the editor(s) of a periodical that publishes reviews, to an opinion leader in the field covered, or to a bookseller in the hope of attracting favorable comment, often with a review slip laid in. Synonymous with *press copy*. Compare with advance copy. ***See also***: review publication.

reviewer

A person who writes a brief or extended evaluation of a new book or other creative work, usually at the request of the editor of a publication that includes reviews. Scholarly works are usually reviewed by the author's peers. Reviews published in library review publications, such as *CHOICE*, *Library Journal*, and *Booklist*, are written by librarians and academic professionals actively engaged in collection development. In the performing arts, reviews are written by critics whose response can determine the success or failure of a production.

review journal

See: review publication.

review lag

The interbal of time between the publication of a new book, or the release or first performance of a creative work, and the appearance of reviews. For popular fiction and nonfiction written by well-known authors, the delay may be a matter of days or

weeks, especially if galleys or review copies are distributed by the publisher to prospective reviewers in advance of the publication date, but for scholarly titles, the lag may exceed a year.

review of the literature
See: literature review.

review publication
A newspaper, magazine, or journal devoted primarily to publishing reviews of new books and other publications (serials, nonprint media, etc.). Some also provide feature articles, regular columns, author interviews, literature reviews, etc., and most include book announcements and other advertising. Directory information for review publications is available in *Literary Market Place*.

Examples:

American Reference Books Annual (ARBA)
Booklist
CHOICE: Current Reviews for Academic Libraries
Lambda Book Report
Library Journal (LJ)
Publisher's Weekly (PW)
Quill & Quire
New York Review of Books (NYRB)
New York Times Book Review (NYTBR)
Times Literary Supplement (TLS)

Children's literature:

Bulletin of the Center for Children's Books (BCCB)
Children's Literature Review (CLR)
The Horn Book Magazine
Kirkus Reviews
The Lion and the Unicorn
School Library Journal (SLJ)

review slip
A brief notice or form letter sent by the publisher of a new book to a book reviewer or bookseller with a free copy of the work, informing the recipient that the item is a review copy and requesting its consideration.

Reviews on Cards (ROC)
See: *CHOICE*.

revised edition
An edition in which the text of a previously published work is substantially altered by correction, deletion, and/or addition, either by the original author or editor, or by another writer, usually to expand the content or bring it up-to-date. Some revised editions are not as "revised" as they claim to be (*caveat emptor*). The extent of

revision may be indicated in a new foreword or preface. Frequency of revision usually depends on the amount of new material available, but may also be linkd to a decline in sales of the preceding edition. In library cataloging, the abbreviation *Rev. ed.* is given in the edition statement of the bibliographic record to indicate that an edition is revised. Usually synonymous with *second edition*. Compare with expanded edition.

revision

Text that has been altered by the original author, or by another writer, usually to correct, amend, update, or otherwise improve it. In books, the result may be published as a revised edition. Compare with rewrite.

In Dewey Decimal Classification, the published result of editorial work that changes the text of any class of the schedules. Four degrees of revision are recognized:

> **Routine revision** - Updates terminology, clarifies notes, provides modest expansions of existing notation
> **Substantial revision** - Major redefinitions and relocations in a class
> **Extensive revision** - Subdivisions reworked, but the basic outline of the schedule is left untouched
> **Complete revision** - Base numbers remain the same as in the previous edition, but virtually every subdivision is altered

rewritable

A digital storage medium capable of being written, erased, and rewritten repeatedly, for example, magnetic tape or disk, as opposed to a medium that is *read only* or *write once, read many* (WORM).

rewrite

To put text already written into different words or form, making more extensive changes than in a revision. In journalism, to convert news copy submitted in rough form by one or more reporters into a version suitable for publication.

RF

See: **r**epresentative **f**raction.

rhyming dictionary

A dictionary in which the words of a language are listed alphabetically by phonetic ending to assist writers of verse. In libraries, rhyming dictionaries are usually shelved in the language section of the reference collection. They are also available online (see *RhymeZone* from ***Lycos***).

RI

See: **r**ule **i**nterpretation.

riddle

A puzzle or problem in the form of a misleading statement or question containing clues expressed in a manner requiring ingenuity and a sense of humor to arrive at the correct answer or solution (in the parlor game "Charades" the clues are visual). Exceedingly popular with young readers, collections of riddles are available in the

juvenile section of most public libraries. Synonymous with *conundrum*.

In a more general sense, any puzzling or enigmatic person, phenomenon, or saying.

rights

The exclusive privilege of receiving the benefits associated with ownership of a literary property, the most important of which is the right of first publication, protected under copyright law in most countries. In the case of books, volume rights give the publisher the exclusive right to publish a work in volume form within a specific geographic territory, including the right to reprint in paperback, book club, or textbook edition, and to reprint the work in its entirety in a single issue of a periodical or in an anthology. Subsidiary rights include serialization, abridgment, translation, foreign publication, excerpt, quotation, reproduction, commercial exploitation, and adaptation for performance on stage, as a motion picture, or on radio or television. Rights may be transferred or sold by the owner to another person or entity. ***See also***: infringement.

ring binding

A form of loose-leaf binder consisting of a number of metal rings (usually three) fixed in a metal or hard plastic spine. The rings are designed to open, usually at the center, by means of pressure tabs at the top and bottom of the spine, allowing prepunched leaves to be individually added or removed, used in libraries for materials such as loose-leaf services that require frequent updating. Unlike post bindings, ring bindings open flat.

RLG

See: **R**esearch **L**ibraries **G**roup.

RLIN

See: ***R****esearch* ***L****ibraries* ***I****nformation* ***N****etwork*.

road atlas

A book of maps showing the roads, highways, towns, and cities in a specific state, province, region, or country, often with mileage between major destinations (*example*: ***Rand McNally Road Atlas and Vacation Guide***). Updated annually for retail sale to motorists and travelers, most include an index of place names (gazetteer) at the end, giving the location of cities, towns, and other geographic features by means of grid coordinates on the road maps. For an interactive online road atlas, see *MapQuest*.

road map

A map showing the location of the roads and highways passable to motorized vehicles within a given area (county, state, province, country), for the use of motorists and travelers. Smaller in scale than a city map, a road map usually includes a table of distances between major towns and cities, a gazetteer, one or more larger-scale inset maps of major metropolitan areas, and symbols indicating service and rest areas, scenic routes, toll roads, major parks and museums, campgrounds, airports, etc. A road atlas is a collection of road maps covering a large area, usually bound in the

form of a book or pamphlet.

roan

A thin, soft, flexible sheepskin, usually dyed a dark color, used in bookbinding from the late 18th century as a substitute for morocco which was more elegant, but also more expensive.

ROC

See: *CHOICE **R**eviews **o**n **C**ards*.

roll

A manuscript written on a sheet of vellum or parchment, not folded but rolled up for storage on a shelf or in a box or cylindrical receptacle called a scrinium. Compare with scroll. ***See also***: umbilicus. Also refers to a list of names, especially the members of an organization, assembly, or official body, used to "call the roll" in a roll-call vote.

ROM

See: **R**ead **O**nly **M**emory.

roman

The formal Latin alphabet consisting of minuscule (lowercase) and majuscule (uppercase) letters, as distinct from gothic or *black letter*. Minuscules were adapted from the noncursive book hand used in medieval Europe; majuscules evolved from the capitals used in the inscriptions carved on tombs and other stone monuments by the ancient Romans. ***See also***: Cyrillic.

In typography, a typeface in which the characters are not slanted as in italic, but stand straight up. Also used as a generic term for all typefaces with serifs, as opposed to those that are sans-serif.

roman a clef

French for "novel with a key." A form of novel in which real people or institutions are given fictitious names, but depicted in such a way that well-informed readers can penetrate the disguise. Such works are often satirical, for example, Robert Penn Warren's thinly veiled characterization of the Louisiana demagogue Huey Long in ***All the King's Men***. Compare with historical fiction.

roman a these

French for "novel with a thesis." A form of novel in which the author presents a moral dilemma or social problem in order to advance a specific point of view or programmatic solution, instead of leaving the resolution to the reader (*example*: ***The Grapes of Wrath*** by John Steinbeck). Synonymous with *problem novel* and *protest novel*. ***See also***: thesis play.

romance

A type of narrative in which the primary themes are passionate love and adventure, usually depicted in an exotic rather than realistic setting, involving characters that are larger than life stereotypes. Most contemporary romance is written to appeal to female

readers. The origins of romance as a literary form can be traced to the gothic novel of the 18th century and the earlier tradition of medieval chivalry. Nineteenth century *romanticism* revived the romance in verse form, and also in the visual arts. Click here to connect to the *The Romance Reader*, a Web site devoted to romance fiction. ***See also***: pulp fiction.

roman-fleuve

A French term for a form of novel in which the narrative covers the fortunes of an entire family, sometimes over several generations (*example*: ***One Hundred Years of Solitude*** by Gabriel Garcia Marquez).

romanization

The transliteration of words, names, titles, or text from non-roman script into the letters of the roman alphabet. Click here to connect to the ***ALA-LC Romanization Tables*** for over 150 languages and dialects written in non-roman scripts, published by the Cataloging Distribution Service of the Library of Congress. ***See also***: pinyin.

roman numeral

A system of numerals developed by the ancient Romans, used throughout Europe prior to the introduction of arabic numerals in the 11th century. Capital letters of the Latin alphabet are used to indicate number, either alone (**I**=1, **V**=5, **X**=10, **L**=50, **C**=100, **D**=500, and **M**=1,000) or in combination, according to established conventions (**IV** = 4, **VI** = 6, **IX**=9, **XI**=11, etc.). In printing, roman numerals are used for chapter headings, lists, dates, and in lowercase to paginate the front matter of a book.

root

See: stem.

Rosetta Stone

A smooth slab of black basalt, approximately 2.5 feet wide and 3.75 feet high, bearing the same inscription, a decree honoring Ptolemy V Epiphanes written in 196 BC in two languages: Greek and Egyptian. The Egyptian version of the text is carved in hieroglyphs and in the demotic cursive script. Discovered in Egypt in 1799 by a party of French soldiers under the command of Napoleon Bonaparte, the stone was subsequently used by the British physicist Thomas Young and the French Egyptologist Jean-Francois Champollion to decipher the meaning of Egyptian hieroglyphic writing.

rotated display

An alphabetically arranged display of all the significant words contained in the descriptors listed in a thesaurus of indexing terms, in which each word is treated as a filing unit. Descriptors are repeated in the alphabetic sequence under each of their significant words, single-word descriptors appearing only once. Word order within terms is not altered. The following example is from the *Rotated Descriptor Display* in the ***Thesaurus of ERIC Descriptors***. ***See also***: permuted index.

Literacy

Adult Literacy
Child Parent Literacy Use Family Literacy
Literacy Classes (1966 1980) Use Literacy Education
Computer Literacy
Cultural Literacy
Early Literacy Use Emergent Literacy
Literacy Education
Emergent Literacy
Family Literacy

rotated index
: ***See***: permuted index.

rotating display
: A highly compact bookcase with shelves on four faces, mounted on a cylindrical spindle that allows it to be turned by the person browsing its contents, used in libraries for displaying paperbacks and media items (videocassettes, CDs, etc.). Synonymous with *rotor display* and *revolving case*.

rotation
: A method of scheduling shifts at a library service point in which a group of librarians or other staff members take turns, usually in predetermined sequence. Evening and weekend reference desk hours are often scheduled in this manner to distribute workload equitably.

rotulus
: A manuscript in the form of length of papyrus, parchment, or vellum written on one side only and stored in a hollow roll. The oldest examples are from ancient Egypt. Compare with scroll.

rotunda
: A type of gothic script developed in Italy and Spain during the Middle Ages. The broad, round letterforms of rotunda retained some of the features of the earlier Carolingian script. Widely used by scribes for copying theological, legal, and scholastic texts, its use eventually spread north of the Alps. After the invention of printing from movable type in the mid-15th century, it was adapted for use in typefaces.

rough
: Calfskin given a suede-like nap, instead of the usual polished surface, used in binding from the 17th century onwards. Synonymous with *reversed calf*.

rough edges
: A generic term used in bookbinding to refer to the irregular deckle edges of paper left uncut by the binder in some editions, more difficult to clean than trimmed edges when books are exposed to dust.

rounding

In bookbinding, a procedure performed after first gluing, before the lining is applied to the back. In rounding, the binding edge of the sewn sections is hammered or otherwise physically manipulated to give the spine a convex shape in preparation for backing. The procedure gives the book a concave fore-edge, diminishes swell, and prevents the binding edge from falling forward with extended use, or from the force of gravity as a result of standing upright for years on the shelf. Compare with flat back.

round table

In modern usage, a group established to discuss on an ongoing basis a range of topics and/or issues of concern to its members, usually within the context of a larger organization. The original "Round Table" preserved at Winchester, England is believed to have been the center around which the King Arthur of medieval legend met with his knights, its shape intended to prevent quarrels over pre-eminence.

Within the American Library Association, each of the following permanent round tables has its own membership:

Exhibits Round Table (ERT)
Federal and Armed Forces Libraries Round Table (FAFLRT)
Gay, Lesbian, Bisexual, and Transgendered Round Table (GLBTRT)
Government Documents Round Table (GODORT)
Intellectual Freedom Round Table (IFRT)
International Relations Round Table (IRRT)
Library History Round Table (LHRT
Library Instruction Round Table (LIRT)
Library Research Round Table (LRRT)
Map and Geography Round Table (MAGERT)
New Members Round Table (NMRT)
Social Responsibilities Round Table (SRRT)
Support Staff Interests Round Table (SSIRT)
Video Round Table (VRT)

router

A hardware device designed to direct the tiny packets of digital data comprising an electronic message from one node on a computer network to another by the most efficient pathway. Routers also perform other functions in the control of network traffic.

routine

A component of a computer program, written to execute a given operation or function under specific conditions, for example, an *error routine*. Also refers to an operation or procedure which, if performed regularly in the same manner, increases efficiency.

routing

The routine circulation of new publications, such as the current issues of library journals, to a list of library staff in accordance with their preferences, to allow them to

keep abreast of recent developments in their field(s) of interest and specialization.

In special libraries, new publications may be circulated to a list of personnel within the host organization based on their interests, usually by means of a routing slip listing the names of the individuals who wish to see each issue of a title. When finished, each person crosses his or her name off the list and sends the item to another person on the list. When all the names have been crossed off, the item is usually returned to the serials desk or acquisitions librarian to be processing for general circulation. Also spelled *routeing*.

routing slip

A list attached to the front cover of a new document or periodical issue, giving the names of the people within a department or organization who would like to receive it. Each person crosses his or her name off the list when finished, then sends the item to another on the list. After the last person has seen the item, it is returned to the person responsible for processing, filing, or disposing of it.

roving

In the delivery of reference services, the practice of discreetly walking about the reference area of a library in search of users who need assistance, as opposed to remaining seated at the reference desk, waiting for patrons to approach with their questions. Experienced reference librarians learn to tell by body language and other nonverbal cues when a user is experiencing difficulty. They may initiate a reference interview by politely asking if the person is finding the information needed. In large libraries, when two librarians are scheduled on reference duty at the same time, one may rove while the other remains at the desk.

royalties

A term used in the book trade for the regular payments made by a publisher to the author or creator of a work for copies sold, based on a percentage of the published price (usually 10-15 percent). Negotiated in advance by the parties or their agents, royalties and advance on royalty are stipulated in the book contract. Most publishers have an established policy concerning royalty percentage, but in the case of books with high sales potential, a higher percentage may be offered as an inducement to sign.

rpm

Revolutions **p**er **m**inute, a unit of measurement indicating the playing speed of a phonograph record. The most common speed is 33 rpm (long-playing).

R. R. Bowker

Founded in New York City in 1872, the publisher **R. R. Bowker** specializes in reference works on publishing, libraries, and the book trade. The company is known for its long-standing reference serials (*Books in Print*, *American Library Directory*, *The Bowker Annual Library and Book Trade Almanac*, *Literary Market Place*, *Magazines for Libraries*, *Ulrich's International Periodicals Directory*, etc.). **Bowker** has also served as the official ISBN agency for the United States since 1968. Click here to connect to the **Bowker** homepage. ***See also***: Bowker, Richard Rogers.

RT (or R)

See: related term.

rubbed

The condition of a book that has a visibly chafed binding, but is otherwise undamaged. Compare with scuffed.

rubber stamp

A small block of wood or metal covered on one side with a thin layer of rubber into which letters, numbers, and/or a design have been cut in relief. When inked and pressed against a smooth, clean surface, the block leaves a mark, used in libraries to stamp ownership marks on books and other materials, and to stamp the due date on items at the time they are checked out. Some models are self-inking.

rubric

An initial letter, word, chapter heading, title, or other part of a work, written in red or blue ink, in contrast to the text which is written or printed in black, a technique used to embellish hand-copied medieval manuscripts and early printed books. A book decorated in this way is said to be *rubricated*. A person who pens such letters is a *rubricator* or *rubrisher*. Compare with illuminated initial.

rule

A thin metal strip of type-height, used to print continuous lines, or lines of dots or pattern, as in a plain or decorative border around a title page. Rule-borders on bindings can be in blind or gilt. Thickness of rule (measured in points) determines thickness of line. A rule may be thicker at the center with tapered ends. ***See also***: dash and hyphen.

Also refers to a regulation or principle governing acceptable conduct, usually within a specific social, cultural, or organizational context. Most libraries have written rules concerning computer use and unacceptable behavior, usually posted near the circulation desk or reference desk, and sometimes on the library's Web site.

In library cataloging, a standard procedure, usually governed by a catalog code, such as the *Anglo-American Cataloging Rules (AACR)* or the *ALA Filing Rules*.

rule interpretation (RI)

A formal explanation, clarification, or expansion of existing cataloging rules, usually resulting from a case that raises questions concerning the applicability of established policy and/or procedure. **RI**s are issued by the cataloging agency responsible for administering the catalog code; in the case of *AACR2*, by the Cataloging Distribution Service of the Library of Congress.

rule of application

The instruction in Dewey Decimal Classification to classify works about the application of one subject to another under the second of the two, for example, the classification of a monograph on the literary influence of Ovid on Chaucer with works about Chaucer.

rule of three

The instruction in Dewey Decimal Classification to classify works in which equal treatment is given to three or more subjects (all subdivisions of a more general subject) under the first higher class number encompassing them all. ***See also***: first-of-two.

Also, in the days when most libraries used the card catalog, an effort was made by catalogers to assign no more than three subject headings per item, to limit growth of the catalog. When libraries began converting catalog cards to machine-readable records, the number of access points per item ceased to be an issue because the online catalog occupies no physical space.

rule of zero

In Dewey Decimal Classification, when two or more class numbers are found to be equally suitable for a work, the cataloger is instructed to avoid subdivisions beginning with zero if there is a choice between 0 and 1-9 at the same point in the notation, and to avoid subdivisions beginning with 00 when there is a choice between 00 and 0.

rums

A slang expression used by London booksellers of the 18th century for a miscellaneous assortment of unsaleable books, probably derived from the tell-tale odor imparted by the previous contents of the wooden barrels used to store them.

run

In printing, the number of impressions taken from a plate or setting of type at one time. A completed job is said to have been *run-off*.

run-around

In printing, a reduction in the line width of a column of type, on either the left- or right-hand side, to accommodate an illustration or note set into the text. Synonymous with *set-around*.

rune

A letter or character of the earliest Scandinavian and Anglo-Saxon alphabet. Also refers to the characters carved on metal, wood, or stone by the ancient Teutonic peoples of northern Europe. In a more general sense, an aphorism, riddle, or saying believed to have mystical meaning or magical powers. Click here to learn more about runes.

runners

A sequence of numbers or letters printed at regular intervals down one or both side margins in a book to indicate the position of any line on a page. Used in long poems, dramatic scripts, and text in a foreign language, to enable the reader to reference a specific line (or lines) by page number.

running foot

The line of type printed below the text at the bottom of a page in a book or periodical, uniform in style and content, usually giving the same information as a running head. Synonymous with *footline*. ***See also***: footer.

running head

The line of type printed above the text at the top of a page. In a book, it usually gives the title of the work on the verso and the chapter title on the recto. In periodicals, the running head gives the name of the publication, issue date, and page number, and may also include the volume number and issue number. Synonymous with *headline* and *page head*.

running time

The duration of a motion picture, including the credits but not any trailer(s) or supplemental material. In library cataloging, running time is given under extent of item in the physical description area of the bibliographic record. Compare with playing time.

running title

The title or abbreviated title of a book, or section of a book, repeated in uniform style at the head or foot of each page or verso, usually the same as the drop-down title. Also known as a running head.

run on chapter

A chapter that does not begin on a new page, but is set immediately following the end of the text of the preceding chapter, usually to minimize the amount of paper required to print the work. In quality printing, it is standard practice to begin a new chapter on the recto of the leaf following the last page of the preceding chapter.

rural library

A library or library system that serves a population living primarily on farms and ranches, and in remote communities, rather than in a town or city. Rural libraries typically provide outreach services such as bookmobiles and books-by-mail to bring library resources and services to users.

RUSA

See: **R**eference and **U**ser **S**ervices **A**ssociation.

rush order

A request made by a library to a publisher, jobber, or dealer that a specific title be supplied as quickly as possible, usually because it is needed by a professor for course reserves, to meet heavy demand, or to satisfy a patron who has requested it. Compare with special order. ***See also***: rush processing.

rush processing

In acquisitions, an item sent to cataloging to be processed as soon as it is received, usually a rush order or an item for which a patron is waiting.

rustic capital

One of the lighter and less formal capital letters used as a book hand by scribes from the 1st to the 6th century A.D., in contrast to the heavy square capitals used in formal documents, derived from Roman inscriptions. Vertical strokes were thinned by holding the pen at an acute angle, condensing previously rounded letterforms to allow more text to be copied on a page, a distinct advantage when writing material

(parchment or vellum) was costly and in limited supply. Latin: *capitalis rustica*. Compare with uncial.

Also refers to a capital letter with a design engraved on its face, especially in the form of vines and leaves, or the textured bark of a tree. ***See also***: foliate initial.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

S

SAA

See: **S**ociety of **A**merican **A**rchivists.

sabbatical

A paid leave of absence granted to an academic professional for the purpose of research or scholarly endeavor, usually for one semester or a full academic year, following six or seven years of full-time service, sometimes involving travel. At many colleges and universities, applications are evaluated on a competitive basis by a faculty committee, or in some other manner determined by institutional governance. Librarians employed in academic libraries may be eligible for sabbatic leave depending on the provisions of the contract governing terms of employment.

sacred text

A written work revered by people who believe in one of the world's organized religions. In library cataloging, such works are entered under a uniform title (***Bible***, ***Talmud***, ***Koran***, ***Vedas***, etc.). Most libraries in the United States keep at least one English translation of the *Bible* in the reference collection, usually with commentaries, concordances, etc. The sacred books of the other major world religions may be available in the circulating collection of academic libraries, especially at universities offering a major or graduate degree in comparative religion. Compare with liturgical work. ***See also***: scripture.

saddle-stitching

A technique used to bind magazines and pamphlets in which the leaves are secured by round wire staples driven completely through the back fold at two or more places, usually by machine. Unlike side-stitching, this method allows the leaves to open flat, but its strength is not sufficient to bind publications of more than 100 pages. Synonymous with *stapling* and *saddle-wire stitching*. Compare with sewing.

saga

From the Old Norse word for "thing said," a lengthy narrative in prose or verse, telling of adventure and heroic events, usually involving the history of a legendary Norse lineage. In modern usage, any long, complicated tale in which the plot has many unexpected twists and turns, particularly one recounting the fortunes of an extended family (*example*: ***The Forsyte Saga*** by John Galsworthy).

salary

A sum of money paid to an employee on a regular basis (weekly, biweekly, monthly) for performing a specific job. In the United States, most full-time librarians and technical support staff are salaried. Statistical information on salaries for librarians employed in the U.S. and Canada is reported annually in *Library Journal* (usually in the October 15th issue) and in the *Bowker Annual Library and Book Trade Almanac*. Compare with wages.

SALIS

See: **S**ubstance **A**buse **L**ibrarians and **I**nformation **S**pecialists.

salvage

Measures taken to recover materials, equipment, and furnishings damaged outside of normal use, for example, by water as a result of a major leak or flood. Salvaged materials may require special conservation procedures such as vacuum freeze drying or fumigation. Items not *salvageable* are usually discarded. Also refers collectively to the materials recovered.

same size

Instructions from the publisher to the printer to reproduce an illustration submitted as copy without enlargement or reduction in size.

sample issue

An issue of a periodical, usually the first of an entirely new publication, sent at no charge by the publisher to a potential subscriber for inspection. In libraries, such copies are usually received and evaluated for selection by the serials department. In academic libraries, they may be routed to the appropriate department of the teaching faculty for evaluation.

sans-serif

See: block letter. Also spelled *sanserif*.

satire

The use of sarcasm, irony, and wit to expose to ridicule the weaknesses or foibles of a person, group, or institution, often used to call public attention to a moral lapse or abuse of public trust, to damage the reputation of the victim for political or personal reasons, or as entertainment (*example*: ***The Ideal Husband***, a comic drama by Oscar Wilde). ***See also***: caricature, cartoon, lampoon, and libel.

save

To preserve a data file by copying it from main memory (RAM) to a permanent storage medium, such as a hard disk or floppy disk, at the end of a session on a computer. Unsaved data may be lost when the application is closed or the computer powered down.

scale

In cartography, the ratio of distance shown on a map, photograph, or other graphic representation of a given geographic phenomenon, to its corresponding dimension on

the ground, or to another graphic representation. On maps, the scale is usually printed beneath the title in the legend, in the form of a bar scale or as a representative fraction (*example*: 1:24,000). When a map is cataloged by a library, the *statement of scale* is given in the mathematical data area of the bibliographic description.

Also, the ratio of the size of a model or reproduction to the size of the original object. Also refers to the size of an item relative to others of its class. Compare with reduction ratio.

scanner

In data processing, a peripheral device that reads and converts handwritten or printed text, graphics, or barcodes into digital format (a bitmap) for processing or display on a computer screen, without actually recognizing the content. In libraries, optical scanners are used to create digital images of materials for interlibrary loan, document delivery, and electronic reserves, and in circulation to read the barcode on the patron's library card and on items in the collection. Some barcode scanners require an external decoder.

scatter

The separation of entries on the same subject in a catalog or index, a condition that occurs when entries are made under 1) both the singular and plural forms of a heading, 2) variant forms of a name or title, or 3) a broad heading in one instance and a more specific heading in another. Scatter may also occur when there is inadequate control of synonyms or lack of precision in the assignment of subject headings or descriptors. Scatter is reduced by authority control and vocabulary control.

scattered

See: completeness.

scatter note

A note in a classification schedule instructing the cataloger to classify works in multiple locations. For example, in Dewey Decimal Classification, reviews of works on a specific subject are classed with the subject or discipline, rather than under a general class for "Reviews."

In a list of pre-coordinate indexing terms, a note indicating that a term is used as a subheading under one or more categories of headings, for example, the note in the Library of Congress Subject Headings list under "Catalogs, Union" indicating that "Union lists" is used as a subdivision under "*types of printed or non-book materials, e.g.* Italian imprints--Union lists."

scenario

An outline or sketch of the plot of a dramatic work (play, opera, ballet, etc.), indicating the order of scenes and the characters involved in the action. Compare with treatment.

schedule

See: classification schedule.

schedule reduction

The elimination of some of the provisions made in a previous edition of a classification schedule, resulting in the discontinuation of certain classes, usually because the literature on the subject has dwindled significantly or because the class represents a distinction no longer recognized in the discipline or field.

schematic

A clear, simple line drawing or diagram used in textbooks and technical books to illustrate an operating principle or mechanism (or one of its parts).

scholarly book

A publishing term for a book that is: 1) written in a scholarly style, 2) about a specialized subject, 3) aimed at relatively narrow clearly-defined market segment, 4) sold primarily within that market, 5) often purchased on the basis of imprint, 6) not price-sensitive, 7) not highly profitable for the publisher, 8) usually published by a university press or the publishing arm of a scholarly society, 9) reviewed mainly in scholarly journals, and 10) indexed, with a bibliography or list of references for further reading at the end. Scholarly books normally generate little income from the sale of subsidiary rights, but attract a more sustained readership than most trade titles (adapted from *Bodian's Publishing Desk Reference*, NY: Oryx Press, 1988). ***See also***: monograph.

scholarly communication

The means by which individuals engaged in academic research and creative endeavor inform their peers, formally or informally, of the work they have accomplished. Scholars communicate by writing monographs and journal articles for publication, presenting conference papers which are subsequently published in proceedings and transactions, submitting reports in fulfillment of grant requirements, creating and maintaining Web sites aimed at the academic community, and corresponding with peers via e-mail and electronic mailing lists. One of the missions of academic libraries (and librarians) is to facilitate scholarly communication in all its forms. ***See also***: peer reviewed.

scholarly journal

See: journal.

Scholarly Publishing and Academic Resources Coalition (SPARC)

An international alliance of approximately 200 universities, research libraries, and library associations, **SPARC** was created in 1998 by several Association of Research Libraries (ARL) directors to address the pricing practices and policies of scientific, technical, and medical (STM) journal publishers. The coalition seeks to educate faculty on academic serials issues, fosters competition in the scholarly communication market, and advocates fundamental changes in the system and culture of scholarly communication. Click here to connect to the **SPARC** homepage. ***See also***: Open Archives Initiative.

scholium

A marginal note explaining, interpreting, or commenting on a text, especially an

annotation added by a classical grammarian on a passage from a work by Greek or Latin author of antiquity. Plural: *scholia*. ***See also***: exegesis.

school library

A library in a public or private elementary or secondary school that serves the information needs of its students and the curriculum needs of its teachers and staff, usually managed by a *school librarian* or media specialist. A school library collection usually contains books, periodicals, and educational media suitable for the grade levels served. Click here to connect to a worldwide directory of ***School Libraries on the Web***. Synonymous with *learning resources center* and *school library media center*. ***See also***: *School Library Journal* and American Association of School Librarians.

School Library Journal (SLJ)

Published by R. R. Bowker, ***SLJ*** is a monthly trade journal and review publication for school, children's, and young adult librarians. In addition to regular columns, feature articles, and news of interest to the profession, ***SLJ*** reviews approximately 4,000 general trade books for children and young adult readers each year, and over 1,000 educational media titles, including CD-ROMs. The reviews are short but evaluative, written by and for librarians.

school library media center

See: school library.

science fiction

A highly imaginative form of fiction and motion picture based on scientific speculation, usually depicting life and adventure in the future or on other worlds, not outside the realm of possibility, sometimes prophetically (*example*: ***1984*** by George Orwell) or as a commentary on contemporary conditions (***Brave New World*** by Aldous Huxley). Science fiction is so popular that most large cities in the United States have at least one bookstore specializing in the genre. Abbreviated *sci fi*. Compare with fantasy.

scope

The area or field within which a specific activity occurs. Also, the range or extent of action, observation, meaning, inquiry, etc. In libraries, the range of subjects or fields covered in a catalog, index, abstracting service, bibliographic database, reference work, etc. Compare with coverage. ***See also***: scope note (SN).

scope note (SN)

One or two sentences of text added to an entry in a thesaurus of indexing terms or list of subject headings to indicate the intended use of a descriptor or subject heading, including any special rules for assigning it in indexing. Scope notes are usually added to clarify ambiguity or restrict the use of a term to one of several possible meanings. Not all terms require a scope note, but if one is given, it normally precedes any synonyms (UF), broader terms (BTs), narrower terms (NTs), or related terms (RTs). Compare with parenthetical qualifier.

score

A record of a musical work in which the parts to be played or sung are written or printed in musical notation on separate staves, vertically aligned to enable them to be read at the same time. ***See also***: chorus score, close score, condensed score, full score, miniature score, piano score, short score, and vocal score.

scoring

To make a linear indentation on a piece of paper or card to allow it to turn or fold more easily without damaging the fibers. When done with a dull rule or disk, the process is called creasing. When a sharp rule is used, the fibers are partially broken, producing an effect similar to perforation, which allows the paper to tear more cleanly along the fold. In binding, to compress the fibers of a leaf in a line along the inner edge to allow the volume to open more easily.

scout

A person with experience in the book trade, employed by a publisher to seek out new writers and illustrators whose early works show promise, and to explore with them possibilities for new books. Compare with book scout.

scrapbook

A blankbook, usually of large-size, containing unprinted leaves for mounting or inserting photographs, pictures, clippings, letters, invitations, and other memorabilia, usually to preserve them for sentimental reasons. Compare with album.

screen capture

See: screen dump.

screen dump

The process of saving as a file, or sending to a printer, a copy of the image displayed on the monitor of a computer, usually to create a record that can be used to document and/or diagnose a malfunction. Synonymous with *screen capture*.

screenplay

A story written in a form suitable for motion picture or television production, or adapted for that purpose from an existing novel, short story, or stage play by a screenwriter whose name is given in the credits. ***See also***: script and treatment.

screen printing

See: silk screen.

screen saver

A utility program that blanks out the image displayed on the monitor of a computer, or replaces it with a continuously changing pattern, to prevent *ghosting*, the permanent etching of a still image on the monitor. Most screen savers can be set to commence after a designated period of inactivity and remain on the screen until the mouse is moved or a key is depressed, restoring the original image.

screenwriter

The person responsible for writing the screenplay for a motion picture,

videorecording, or television program, or the scripted narration for a documentary, whose name is usually given in the credits. In library cataloging, the name of the screenwriter is entered in the note area of the bibliographic record representing the item.

scribal copy
A written manuscript produced by a scribe or copyist, as opposed to the original manuscript written by the author, or at the author's dictation.

scribe
A professional penman who copied manuscripts by hand before the invention of printing from movable type. During the Middle Ages, most copyists were monks who worked in the scriptoria of Roman Catholic religious establishments. ***See also***: calligraphy and illuminated.

scrinium
A container in the shape of a cylinder with a removable top, used by the Romans of antiquity for storing manuscripts in the form of scrolls. ***See also***: capsa.

script
The text of a play, motion picture, videorecording, or television or radio program, indicating the lines to be spoken by each character, with directions for staging the work. Compare with acting edition and promptbook.

Also, a set of alphabetic, syllabic, or ideographic characters used in writing one or more languages (see Ancient Scripts of the World). In printing, a cursive typeface designed to imitate handwriting done with brush or pen.

scriptorium
The room in a medieval monastery reserved for the preparation of manuscripts by scribes. In some religious houses it was a single large room; in others, the space was partitioned into individual cells. To minimize distraction, absolute silence was maintained while work was in progress. ***See also***: armarian.

scripture
Originally, any written composition, but the term is now used mainly for the Old and New Testaments of the Christian ***Bible***, sometimes in the plural (*Holy Scriptures*). In a more general sense, any religious or sacred text or record.

scroll
A manuscript in the form of a length of papyrus, usually rolled around a sturdy wooden rod with knobbed ends called the umbilicus, with a tag attached to one end for identification. In antiquity, texts were written in columns on papyrus sheets glued together to form a continuous roll which the Romans called a volumen. The codex (book with pages) replaced the scroll after animal skin (parchment and vellum) came into widespread use as a writing surface. Compare with rotulus. ***See also***: capsa and scrinium.

Also, to cause the text or images on a computer screen to move vertically or

horizontally, by typing strokes on a keyboard or by using a pointing device such as a mouse to manipulate a *scroll bar* along one side, or across the top or bottom, of a window or frame in a graphical user interface.

scuffed

The condition of a book with a binding so badly scraped that it has become frayed or roughened in places. Compare with rubbed.

SDI

An abbreviation of "**s**elective **d**issemination of **i**nformation." ***See***: current awareness service.

search

A systematic effort on the part of a library user or librarian to locate desired information by manual or electronic means, whether successful or not, as opposed to browsing a library collection with no clear intention in mind. ***See also***: search statement, search strategy, mediated search, and serendipity.

Also refers to an attempt by a member of the circulation staff of a library to find an item listed as available in the catalog, but not in its correct location on the shelf (nos). ***See also***: missing.

In employment, the formal process of seeking qualified candidates to fill a vacant position, usually undertaken by a search committee composed of staff members and/or supervisors who will work closely with the new employee. In libraries, national searches are usually announced in professional publications, such as *American Libraries*, *College & Research Libraries News*, and the *Chronicle of Higher Education*.

searchable

An electronic resource running on software designed to allow the user to type a word, phrase, or string of words or phrases, as input to find all the records, entries, or text containing the search term(s). Most online catalogs and bibliographic databases can be searched by author, title, subject heading (descriptor), and keywords. Boolean logic and truncation are permitted in a keywords search in most library catalogs and databases.

search committee

A group of people, usually three or more library staff members, elected or appointed to assist in the process of selecting a candidate (or list of candidates) to fill a vacant position in the library. Their responsibilities may include drafting the position description, posting the vacancy, evaluating applications, selecting candidates for interviewing, drafting interview questions, conducting interviews, and selecting and recommending finalist(s) to library administration.

search engine

A hardware device designed to search a text-based database for specific character strings typed as input by the user. More recently, computer software designed to help the user locate information available at sites on the World Wide Web, by selecting

categories from a hierarchical directory of subjects (*example*: *Yahoo!*) or by entering appropriate keywords (*Google*, *Hotbot*, etc.). Most Web search engines allow the searcher to use Boolean logic and truncation in search statements. Click here to connect to the *Search Engine Guide* Web site. ***See also***: crawler.

search history

A feature of some search software systems and Web browsers that allows the user to view a consecutive list of all the searches executed during the current search session, or all the sites visited in a browsing session. Some systems allow the user to select a previous search from the list and re-execute it, or print or save the search history, if desired.

search service

A business that specializes in locating out of print books at the request of libraries and private collectors. Acquisitions librarians must rely on such services when a replacement copy is needed for an item that is still in demand but no longer in print. Some rare books dealers also offer this service. ***See also***: Alibris.

search software

A computer program designed to execute a search for information when queried by a user. User-friendly search software provides both a menu-driven interface for novices and a command-driven interface for experienced searchers. Sophisticated search software permits the use of Boolean logic, nesting, truncation, wildcard, and proximity operators in search statements, and allows the user to limit search results by various parameters. Compare with search engine. ***See also***: functionality.

search statement

In information retrieval, an information need or query entered as input in a form acceptable to the search software used by the retrieval system. Most online catalogs, bibliographic databases, and search engines allow Boolean logic, nesting, truncation, wildcard, and proximity operators to be used in search statements, and permit the user to limit search results. ***See also***: controlled vocabulary and natural language.

search strategy

In information retrieval, a systematic *plan* for conducting a search. In most cases, the first step is to formulate a clear and concise topic statement. The next step is to identify the main concepts in the topic. Then the most appropriate finding tools for the subject must be identified and located. Lists of authorized subject heading(s) and descriptors in the appropriate indexing systems can then be consulted to find preferred terms to represent the main concepts.

In computer-based information retrieval, keywords can be combined using Boolean logic to form one or more queries expressed in syntax acceptable to the catalogs, bibliographic databases, and search engines most likely to contain information on the subject. If the initial results of a search are unsatisfactory, the user can modify the search statement by adding related terms or substituting broader terms to expand retrieval, or by substituting narrower terms to restrict retrieval. In most systems, limiting can be employed to restrict retrieval to entries that meet specific parameters.

See also: heuristic, proximity, and truncation.

search term

A word or phrase representing one of the main concepts in a research topic which, when combined with other terms in a search statement, can be used to query an online catalog or bibliographic database and retrieve relevant information. Search terms can be authorized subject headings or descriptors selected from a prescribed list (thesaurus), or keywords supplied by the user.

Sears subject heading

A subject heading from a list created by Minnie E. Sears, first published in 1923 for use in school libraries and small public libraries. Although it is based on Library of Congress subject headings, the ***Sears List of Subject Headings*** published by H. W. Wilson is narrower in scope and its headings are more general. Small libraries supplement it with LC headings as needed.

season

One of the annual cycles in the publishing industry. When publishers introduce their frontlist in the spring and fall of each year, the previous year's frontlist titles move to the backlist. New and backlisted titles are described in the seasonal publisher's catalog distributed by mail to libraries and booksellers.

seasonal catalog

See: season.

secondary binding

When potential sales of a new book are difficult to predict, the publisher may decide to bind an edition in batches over a period of years. The color or quality of the binding material and the lettering on the spine may differ slightly from one batch to another. To distinguish the *primary binding* from subsequent bindings, the order in which the batches were bound must be determined, if possible. Compare with remainder binding.

secondary entry

See: added entry.

secondary source

Any published or unpublished work that is one step removed from the original source, usually describing, summarizing, analyzing, evaluating, derived from, or based on primary source materials, for example, a review, critical analysis, second-person account, or biographical or historical study. Also refers to material other than primary sources used in the preparation of a written work. Compare with tertiary source.

secondary values

In archives, the values of records for the activities of users other than the office of record or its successors. Compare with primary values.

second-hand book

See: used book.

second-hand bookstore

See: used bookstore.

section

In library cataloging, a separately published part of a serial, usually representing a subject category within the whole, designated by a topical heading or an alphabetical or numerical code (or both). Also, a similar division within a law book. Also refers to one of the separately folded parts of a newspaper, for example, the *Entertainment Section*.

In printing, a unit of paper which when folded, gathered, and sewn or glued together with similar units, constitutes the book block, usually a single folded sheet, but in some cases one-and-a-half or two sheets, or one sheet with an extra leaf added. Strictly speaking, a section is a signature to which any plates and/or inserts have been added.

In Dewey Decimal Classification, the third level of subdivision, represented by a three-digit notation not ending in zero (*example*: **947** for works on the history of Russia). There are one thousand sections in DDC (10 x 10 x 10). Further subdivision is indicated by the addition of a decimal fraction (**947.084** for history of the Russian Revolution). Click here to see a table of the sections in DDC. ***See also***: division and main class.

In cartography, a scale representation of a vertical plane of intersection, showing both the surface profile of the ground (and any large bodies of water) and underlying geological features, for example, rock formations and sedimentary strata. Also, a unit of subdivision of a township, usually a quadrangle one mile square.

In library shelving, the vertical unit between two uprights in a single or double-faced range. In the United States, a standard section is 7 1/2 feet high and 3 feet wide. Synonymous in Britain with *tier*.

section title

See: divisional title.

security

In computing, the technology developed to prevent unauthorized persons, particularly hackers and crackers, from gaining entry to protected systems and files, including data encryption, virus detection, firewalls, and the authentication of authorization codes (usernames, passwords, PINs, etc.). In a more general sense, all the measures taken to prevent unauthorized persons from accessing confidential information.

In the operation of libraries and archives, a general term encompassing all the equipment, personnel, practices, and procedures used to prevent the theft or destruction of materials and equipment, and to protect patrons and employees from the harmful actions of persons intent on mischief. ***See also***: key control, security audit, security guard, and security system.

security audit

A thorough on-site inspection in which a person (or persons) trained and experienced in library security critically examine and analyze all the existing security systems and procedures used in a library, to ascertain current status, identify deficiencies or excesses, and make recommendations based on findings. A professional security audit may include the analysis of crime statistics, an assessment of insurance needs, and discussion of sensitive topics, such as internal theft and personal security issues.

security gate

A device installed near the entrance and/or exit of a library, usually in the form of a swing-arm or pair of uprights positioned in such a way that persons entering or leaving the premises must pass through a magnetic detection system designed to trigger an alarm if an attempt is made to remove library materials without checking them out. Less obtrusive laser systems are also available. Some security gates include a counter that provides traffic statistics.

security guard

An employee responsible for patrolling the premises of a library to discourage disruptive behavior and illegal activities, such as vandalism and the unauthorized removal of materials (theft), and to deal with individuals who do not comply with library policies and rules. Most security guards wear uniforms and are trained to handle problem patrons and various types of emergency situations. Synonymous with *security officer*.

security strip

See: magnetic strip.

security system

An electronic alarm system installed at the entrance and exit of a library facility to detect the unauthorized removal of library materials (theft). Most security systems use a swing-arm or pair of uprights called a security gate, activated by a magnetic strip affixed to each item, which must be desensitized by circulation staff at the time an item is checked out to avoid triggering the alarm. Some security systems include a counting device for gathering statistics on traffic patterns.

see

A cross-reference in a library catalog, index, or reference work directing the user from a synonym (or other equivalent term) to the preferred heading or descriptor for a given name, place, or subject (*example*: **Beyle, Marie Henri** *see* **Stendahl, 1783-1842**). Synonymous with *search under*. Compare with USE.

see also

A cross-reference in a library catalog, index, or reference work directing the user to a heading under which related information can be found on a given subject (*example*: **Treaty of Versailles, 1919** *see also* **Paris Peace Conference, 1919**). Synonymous with *search also under*.

selection

The process of deciding which materials should be added to a library collection. Selection decisions are usually made on the basis of reviews and standard collection development tools, by librarians designated as *selectors* in specific subject areas, based on their interests and fields of specialization. In academic libraries, selection may also be done by members of the teaching faculty in their disciplines. Very large academic and public libraries may use an approval plan or blanket order plan to assist selectors. Library patrons also recommend titles for purchase, especially in libraries that provide a suggestion box. The opposite of deselection. ***See also***: selection criteria.

selection criteria

The set of standards used by librarians to decide whether an item should be added to the collection, which normally include a list of subjects or fields to be covered, levels of specialization, editions, currency, languages, and formats (large print, nonprint, abridgments, etc.). Selection criteria usually reflect the library's mission and the information needs of its clientele, but selection decisions are also influenced by budgetary constraints and qualitative evaluation in the form of reviews, recommended core lists, and other selection guides. ***See also***: collection development policy.

selective

Chosen in preference to another or others on the basis of a special characteristic or quality. In library research, a finding tool such as an index or bibliography that includes only a portion of the available literature, usually limited to sources that meet certain pre-established criteria (quality, currency, reading level, degree of specialization, etc.). Compare with comprehensive

selective bibliography

A bibliography that includes only a portion of the relevant literature, usually based on predetermined selection criteria, such as the needs of a particular group of users, desire for current versus retrospective material, or an evaluation of quality.

selective dissemination of information (SDI)

See: current awareness service.

self-checkout

An automated circulation system that allows registered library patrons to check out circulating materials without the assistance of staff, usually by scanning the barcode on the individual's library card and on each of the item(s) to be borrowed.

self-citation

A reference made in a written work to one of the author's previous publications, an accepted practice in scholarly communication, provided important works written on the subject by other authors are not neglected or ignored.

self-cover

A pamphlet or periodical covered in the same paper stock used to print the text, rather than a heavier grade of paper.

self end

In bookbinding, an endpaper that is not separate from the text, but rather part of the first or last section and therefore of the same paper stock as the text.

self-help publication

A book, audiotape, or videotape intended to assist the reader, listener, or viewer in solving a personal problem, for example, finding the best treatment for a physical illness or condition, or the answer to a legal question without having to pay for professional services. Some publishers specialize in self-help publications (*example*: **Nolo Press**, providing legal books for laypersons). Compare with how-to publication.

self-publishing

The design, printing, and marketing of a work at the author's own expense, without the assistance of a commercial publisher, often undertaken out of devotion to the subject. Sophisticated desktop publishing software and high-quality photocopiers have made this option easier and less expensive than it once was. Also refers to the electronic publication of a work by its author, usually installed on a server publicly accessible over the Internet.

It can be difficult to get self-published works reviewed. Because libraries select largely on the basis of reviews and order materials through regular market channels, this type of work is rarely added to library collections. Compare with vanity publisher. ***See also***: zine.

self-service

Library functions that can be initiated, controlled, and/or executed by the patron without the assistance of library staff, including automated checkout, patron-initiated interlibrary loan service, and online catalogs that allow users to view their own patron records, place holds, renew items on loan, etc. Synonymous with *disintermediated service*.

self-wrapper

See: wrapper.

semantic factoring

An indexing technique in which a compound heading or descriptor is divided into its constituent parts (*example*: Annotated bibliography --> Annotation + Bibliography). In some cases, semantic factoring yields false drops (Library + Research --> "Library research" and "Research library").

semantic relation

The connection in meaning between two or more concepts, and between the terms (subject headings or descriptors) used to represent them in an indexing language. Semantic relations can be classified as follows:

Relation	***Description***	***Example***
Active	Action, process, or operation directly performed by one on the other	Scanner / Barcode

Associative	Linked conceptually, but not hierarchically	Library statistics / Bibliometrics
Causal	One responsible for occurrence of the other	Acquisitions / Collection growth
Generic	Genus to species	Literature / Poetry
Hierarchic	One a logical subclass of the other	Bookbinding / Binding
Locative	One located at, in, or on a place specified by the other	Mainz Psalter
Partitive	Part to whole	Chapter / Book
Passive	One influenced by or subjected to the action of the other, with no reciprocal influence	Library collection / Selection criteria
Antonymous	Opposite in meaning	Selection / Deselection
Syonymous	Having the same or nearly the same meaning	Booklet / Pamphlet

semantics

The branch of linguistics concerned with the *meaning* of the words, signs, and symbols that constitute the elements of change and evolution in a spoken or written language. Also, the branch of semiotics that deals with relationships of meaning between signs and between signs and their referents within a system of communication. ***See also***: semantic relation.

semiannual

Issued at intervals of six months. Also refers to a serial issued every six months. Synonymous with *half yearly*.

semicurrent

Archival materials too old to be considered current, but still useful and therefore retained for a certain period, usually in a location reserved for intermediate storage, pending final disposition.

semimonthly

Issued twice each month, or every two weeks. Also refers to a serial issued twice a month, with the possible exception of certain issues (*example*: ***Library Journal***). Synonymous with biweekly.

seminal

From the Latin word for "seed." An idea or work so original when first expressed, composed, created, released, or published that it has considerable influence on the thought and work of contemporaries, and on succeeding generations of writers, scholars, or artists who may give it further development in their own works.

semiotics

The systematic study of the linguistic and nonlinguistic signs and symbols used in both natural and artificially-constructed languages. The three branches of semiotics

are: 1) pragmatics (how signs are used by those who make use of them), 2) semantics (relationships of meaning between signs and their referents), and 3) syntactics (how signs are combined). Each of the branches has pure (theoretical), descriptive, and applied aspects.

semipublished
: Works such as reports, internal documents, theses, etc., which are difficult if not impossible to obtain through regular market channels because they were never intended for publication, but which may be available via interlibrary loan, document delivery service, or some other method of retrieval. Compare with unpublished. ***See also***: gray literature.

semiweekly
: Issued twice each week. Also refers to a serial publication issued twice a week. Synonymous with *twice weekly*.

send
: To transmit data from one node to another on a computer network, as in the exchange of e-mail messages or the export of bibliographic data from an online catalog or bibliographic database to an e-mail account. Also refers to the command in a computer program that initiates such a transmission. The opposite of *receive*.

sentencing
: The application of the appropriate disposition schedule to a group or collection of archival records.

sentimental novel
: A work of serious fiction, popular in 18th century England and 19th century America, in which the author portrays the afflictions of one or more heroes and/or heroines of unblemished character, to demonstrate the rewards virtuous conduct (*example*: ***Uncle Tom's Cabin*** by Harriet Beecher Stowe). Synonymous with *domestic novel*.

separately paginated
: Numbering the pages of each volume or part of a set, or of each issue of a single volume of a periodical, in a separate sequence, starting with number one. Compare with continuous pagination. ***See also***: magazine pagination.

separately published
: An item issued by a publisher or distributor as an independent entity, usually under its own title and copyright, as opposed to a work published in a collection or as a serial. For example, the individual works in a monographic series, each published under a separate title.

septennial
: Issued every seven years. Also refers to a serial publication issued every seven years. ***See also***: annual, biennial, triennial, quadrennial, quinquennial, sexennial, and decennial.

sequel

A work of narrative fiction, in most instances a novel, which although complete in itself, continues a previous work in plot, setting, and characters, usually (but not always) beginning where the action in the previous work left off (*example*: ***Let the Circle Be Unbroken*** by Mildred D. Taylor, sequel to ***Roll of Thunder Hear My Cry***). In a more general sense, anything that follows; a subsequent series of events or course of affairs. The opposite of prequel. Compare with continuation. ***See also***: trilogy.

sequential

The arrangement of a series of entries or items in prescribed order based on a predetermined system of priority, for example, reverse chronological order. In computing, *sequential access* refers to data stored in a manner that allows pieces of it to be accessed only in a certain order, as in the medium of magnetic tape. Compare with random access memory (RAM).

sequential locator

See: locator.

serendipity

A word first coined by the English writer Horace Walpole in ***The Three Princes of Serendip*** to refer to the knack of making fortunate discoveries unexpectedly, by accident or coincidence. In information retrieval, this usually depends on the ability of the browser to recognize the relevance or utility of data not actively sought at the time it is encountered. Flexibility is one of the qualities of a good researcher. ***See also***: heuristic.

serial

In *AACR2*, a publication in any format issued under the same title in successively numbered and/or dated parts or issues, appearing at regular or irregular intervals and intended to be continued indefinitely. Serials include print periodicals (newspapers, newsletters, magazines, and journals) and their electronic counterparts, as well as annuals, yearbooks, transactions, proceedings, and monographic series cataloged separately. When serials split, merge, or are absorbed, a change of title may result. ***See also***: provisional serial, pseudo-serial, reference serial, serial bibliography, and serial index.

A specific serial title is identified by a unique International Standard Serials Number (ISSN) and key title, assigned and maintained by the International Serials Data System (ISDS), a network of national serials data centers. Serials and annuals are listed in *Ulrich's International Periodicals Directory* published annually by R. R. Bowker, and in *The Serials Directory* published by EBSCO. A library's holdings of a serial title are indicated in an open or closed entry in the serial record representing the item in the catalog. The librarian responsible for managing a serials collection is a *serials librarian*. ***See also***: continuation order, serials desk, CONSER, and NASIG.

serial bibliography

A bibliography published in successive parts, at fairly regular intervals, usually limited to a specialized field of study (*example*: ***Bibliography of Asian Studies*** published every one or two years).

serial cancellation

Notice given to a publisher or subscription agency that a library no longer wishes to subscribe to a specific serial publication. In recent years, the relentless increase in subscription prices and the inability of acquisitions budgets to keep pace with inflation have forced academic and research libraries to cancel periodical subscriptions to maintain balance in the purchase of serials and monographs. The scientific disciplines most affected by such cuts because they are more serial-dependent than the arts and humanities, and because average subscription price is highest for scientific journals. ***See also***: serials review.

serial index

An index to the content of a publication issued in successively numbered parts, usually a cumulative author and/or title index compiled by the publisher, appearing at the end of the last issue of the publication year. Most magazines (and some journals) do not provide such an index.

serialized

A work published in installments, usually at regular intervals. During the 18th and early 19th centuries, books were often published in numbered parts or fascicles, but by the late 19th century most serialized works appeared in consecutive issues of newspapers and magazines. ***See also***: number book and serial rights.

serial number

A number identifying the place in sequence of a publication issued as part of a series. Also refers to a unique identification number assigned to a serial title for identification purposes, such as the International Standard Serial Number (ISSN).

serial record

A bibliographic record created to represent a serial publication in a library catalog, including as elements of bibliographic description the title, place of publication, name of publisher, publication history, physical description, frequency, indexing, subject headings, and ISSN. Library holdings, subscription source, payment record, and binding history are usually indicated in a separate item record. ***See also***: serials list.

serial rights

Under copyright law, the subsidiary rights of an author or publisher to control the publication of a work in installments, usually in a magazine or newspaper. Serial rights can be sold or transferred by the owner.

serials desk

A service point, usually located near the periodicals section in a library, staffed by a person trained to assist patrons in locating serials and in using equipment for making copies of articles (photocopiers, microform reader-printers, etc.).

Serials Directory, The

A directory issued annually by EBSCO in print, online, and on CD-ROM, providing bibliographic information and pricing for a classified list of over 140,000 serials currently published in the U.S. and internationally. Indexed alphabetically by serial

title, ceased title, ISSN, and peer-reviewed title, ***The Serials Directory*** is usually shelved in the reference section of large libraries. ***See also***: *Ulrich's International Periodicals Directory*.

serials list

A list of all the serials held by a library, including any titles that have ceased publication or been canceled for which the library retains back files, usually arranged in alphabetical order by title, with holdings indicated in open and closed entries, and cross-references to and from changed titles. ***See also***: serial record.

serials review

A systematic examination of a library's serials list to identify titles to be retained and subscriptions to be canceled, usually conducted by a serials librarian or serials department, ideally with input solicited from persons likely to be affected by the decisions. Titles suggested for addition or substitution may also be considered, depending on the amount budgeted for serials expenditures. In some libraries, serials reviews are scheduled on a regular basis (usually every 1-3 years), but in others, the process occurs irregularly. Decisions are based on usage, subscription price, importance to the discipline, and availability of full-text in online databases.

serial title

The name of a publication issued in successive parts, usually printed on the front cover and in the masthead of a periodical issue or on the title page of a monographic serial. In electronic periodicals, the title appears on the welcome screen. Title changes are more frequent in serials than in other types of publications. In most libraries in the United States, periodicals are shelved alphabetically by title.

series

A group of separately published works related in subject and/or form, issued in succession by a single publisher or distributor, usually in uniform style, each bearing, in addition to its own title, a collective or series title applied by the publisher to the group as a whole. The individual volumes or parts may not share the same author or editor, nor is it necessary for them to be published at regular intervals, or numbered. The series title is given on a separate series title page, usually the verso of the leaf bearing the half-title. It also appears at the top of the title page or on a page following the title page. Some reference books are published in open-ended series (*example*: ***Contemporary World Issues*** from ABC-CLIO). In library cataloging, information describing series (title proper, statements of responsibility, ISSN, number, etc.) is given in the series area of the bibliographic record. Abbreviated *ser*. Compare with serial. ***See also***: continuation order, map series, monographic series, record series, and subseries.

Also, a separately numbered sequence of volumes *within* a serial publication (*example*: ***Contemporary Authors***, *New Revision Series*).

In typography, all the type fonts available in a given typeface, usually ranging in size from 5 points to 80 points. Compare with type family.

series area

The area of bibliographic description reserved in library cataloging for information about a work separately published as one of a group of items, including the title proper of the series, statements of responsibility concerning the series, ISSN, and the number within the series (if the individual items are numbered). In the MARC record, series statements are entered in the fields tagged 4XX.

series author

A writer of works published in series (*example*: J. K. Rowling, author of the Harry Potter books for children).

series statement

The portion of a bibliographic record reserved for description of the group of which the publication is a member (if applicable), including the title proper of the series, statements of responsibility concerning the series, ISSN, and number within the series (if the items are numbered). In the MARC record, series statements are entered in fields tagged 4XX.

series title

A collective title applied to a group of separately published materials issued in succession in uniform style by a single publisher or distributor. In books, the series title is usually printed on the verso of the leaf bearing the half-title, often with a list of previously published works in the same series. In the bibliographic record, the title proper is given in the series statements (MARC fields 4XX).

series title page

An added title page appearing before the main title page in a work issued as part of a group of publications, giving the title of the series and, in some cases, additional information, such as a list of previously published titles in the series, names of authors, dates of publication, numeric designations, etc. The series title page is usually the verso of the page bearing the half-title.

serif

From the Dutch *Schreef* meaning "stroke" or "line" in writing--a fine, short line crossing or projecting as a finishing touch from the end of one of the main strokes of a letter of the Latin alphabet in a typeface that includes such extensions. Warren Chappell describes the serif as "a terminal device, functionally employed to strengthen lines which otherwise would tend to fall away optically" (***A Short History of the Printed Word***, Boston: Nonpareil Books, 1970). Serifs enhance the legibility of printed text matter. The opposite of *sans-serif* and block letter. ***See also***: wedge-serif.

serigraphy

See: silk screen.

server

A host computer on a network, programmed to answer requests to download data or program files, received from client computers connected to the same network. Also refers to the software that makes serving clients possible over a network. Servers are

classified by the functions they perform (application server, database server, FAX server, file server, intranet server, mail server, proxy server, terminal server, Web server, etc.).

service area

The geographic area served by a public library or library system, from which it derives a major portion if not all of its funding, usually through taxation. ***See also***: library district.

service charge

A fee added by some jobbers to orders placed by libraries for materials sold by the publisher at little or no discount, or for special services provided by the jobber in filling the order. Also refers to a fee charged by a subscription agency for filling orders for periodical subscriptions, usually 5-10% of the total annual amount paid by the library for subscriptions.

service contract

An arrangement in which the supplier (or some other service provider) agrees to regularly maintain and repair one or more pieces of equipment after any warranties have expired, usually in exchange for payment of an annual or monthly fee. Libraries enter into such agreements to keep photocopiers, microform reader-printer machines, security devices, automation equipment, etc., in working order. Synonymous with *service agreement*.

service copy

A third generation microfilm copy, produced from a print master to be cataloged, stored, and used as an information source in a library. ***See also***: master negative.

service point

A fixed location within a library or information center, staffed to provide a specific service or services to users (*examples*: circulation desk, reference desk, serials desk, interlibrary loan office, etc.).

set

Two or more related bibliographic items in any format, published or issued as a single entity in uniform style and cataloged as a unit, for example, a multivolume dictionary or encyclopedia. Normally, all the volumes in a set are published at the same time, but there are notable exceptions (***Dictionary of American Regional English***). Compare with series. ***See also***: set discount and volume number.

In a more general sense, any group of entities that together constitute a whole. In information retrieval, the group of entries or records retrieved in response to a query, containing the keywords or indexing terms specified in the search statement. In most bibliographic databases, retrieval sets can be combined in a keywords search using Boolean logic to produce a logical product, logical sum, or logical difference. ***See also***: subset.

set discount

The price charged by the publisher when all the volumes in a multivolume set are ordered at the same time, as opposed to the higher price charged per volume when one or more volumes are purchased separately. The price difference is usually 5-20%.

setoff

See: offset.

setting

The overall locale and historical period in which the action in a narrative work occurs. In a specific scene or episode, the setting consists of the actual physical surroundings (indoors or out), an element of the *atmosphere*. For example, the general setting of the play ***Hamlet*** by Shakespeare is medieval Denmark, with the duel scene at the end of the play set inside the castle at Elsinore. In a theater production, the setting is the scenery and properties, synonymous with the French term *mise-en-scene*. ***See also***: character and plot.

Also refers to the position of an indicator that controls the operation of a machine, for example, the option on a photocopier allowing the user to enlarge or reduce the size of an original.

sewing

A method of binding in which the sections of a publication are held together with thread, usually machine-stitched through the back fold before the lining is glued to the back. In quality binding, the sewn sections are stitched to two or more narrow cotton tapes spaced at intervals across the binding edge of the text block. Sewing allows the leaves to open without pulling loose, as they often do in adhesive bindings. For a well-illustrated description of the sewing process, please see the entry on "Machine sewing" in Geoffrey Glaister's *Encyclopedia of the Book* (Oak Knoll/British Library: 1996). Compare with saddle-stitching and side-stitching. ***See also***: all along, kettle stitch, oversewing, side sewing, and two on.

sexennial

Issued every six years. Also refers to a serial publication issued every six years. ***See also***: annual, biennial, triennial, quadrennial, quinquennial, septennial, and decennial.

sextern

In bookbinding, a gathering consisting of six sheets of paper, parchment, or vellum folded once to create twelve leaves, used in some manuscript books and early printed books. ***See also***: ternion, quaternion, and quinternion.

sextodecimo (16mo)

A small book, approximately 6 inches in height, made by folding each sheet of book paper to form signatures of sixteen leaves (thirty-two pages). ***See also***: folio, quarto, octavo, and duodecimo.

sexual harassment

Any unwelcome sexual advance, request for sexual favors (explicit or implicit), or other verbal or physical conduct of a sexual nature, when submission to such conduct

is made a condition of employment or used as the basis for employment decisions affecting the recipient, or when such conduct interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Libraries deal with sexual harassment by formulating and disseminating clear policies, screening applicants carefully, providing in-service training, keeping complete and accurate personnel records, and taking appropriate disciplinary action.

SGML

See: **S**tandard **G**eneralized **M**arkup **L**anguage.

shaded letter

In printing, an outline letter made to appear three-dimensional by the presence of a dark shadow along the same side of each stroke, used mainly in display work.

shaken

A book in which the leaves are beginning to come loose but are still attached to the binding, usually caused by loosening of the sewing threads or wear on the hinges, a condition more advanced than started, but not yet sprung. ***See also***: tight.

shared cataloging

See: cooperative cataloging.

shared responsibility

In *AACR2*, a work in which two or more persons or corporate bodies collaborate in creating the content, each performing the same type of activity, with the contribution of each participant either distinct or indistinguishable from that of the others. Synonymous with *shared authorship*. Compare with mixed responsibility. ***See also***: joint author.

shareware

Software available over the Internet which the user may download and try on the "honor system" before deciding to purchase. Payment of a nominal registration fee is expected following a reasonable trial period, entitling the user to receive documentation, technical support, and updated versions as they become available. Click here to connect to the CNet collection of shareware. Compare with freeware.

sharing violation

An attempt by a computer user to open a data or program file currently in use in another application, an action that generates a message on the screen saying the file must be "closed" before it can be used in the other application.

SHARP

See: **S**ociety for the **H**istory of **A**uthorship, **R**eading and **P**ublishing.

shaved

Said of a book in which the pages have been trimmed so closely in binding that the text is touched but not cut into. Compare with cropped.

sheet

As used to describe an item cataloged under *AACR2*, a single whole piece of thin, flat opaque or transparent material other than a broadside, bearing printed and/or handwritten matter on one or both sides. In printing, a unit of paper as manufactured, whether printed or blank. In hand papermaking, a unit of paper the same size as the physical mold used to make it. In microforms, a single piece of fiche (microfiche, superfiche, ultrafiche), usually 4 x 6 inches in size. ***See also***: sheet map and sheet music.

sheet map
A map printed on one side of a single sheet of paper, with or without explanatory matter printed on the reverse side. In libraries, sheet maps are usually stored flat or folded in a map case with wide shallow drawers.

sheet music
A musical work written or printed on one or more unbound sheets of paper. Libraries usually place sheet music inside a protective folder or binder in physical processing.

shelf back
See: spine.

shelf capacity
The average number of volumes that will fit on a book shelf, depending on the width of the shelf from upright to upright, the average depth (thickness) per volume, and the portion of each shelf left empty to facilitate reshelving. Total stack capacity can be computed by multiplying shelf capacity by the number of available shelves in the library stacks. ***See also***: cubook.

shelf-cocked
A permanent deformation in the binding of a book that develops when it is allowed to lean at an angle against a shelf upright or nearby volume over a prolonged period of time. The condition is caused by the force of gravity and can be prevented by using a sturdy bookend at the end of each row on shelves that are not full. Also known as *spine lean* Compare with cocked.

shelf dummy
A piece of wood, cardboard, or plastic in the shape of a book, placed on a shelf in a library, with a spine label directing the user to the location of a title shelved out of normal sequence. Shelf dummies are often used in reference stacks to indicate the location of items shelved in ready reference, and in periodical stacks to indicate that back files are located elsewhere, for example, in microfilm or microfiche cabinets. Compare with dummy.

shelf guide
A sign or label attached to the end or edge of a shelf in a library indicating its contents, usually by call number, or alphabetically by title (periodicals) or last name of author (fiction). Synonymous with *shelf label*.

shelf height
The vertical distance between two shelves. Adjustable shelving allows the distance to

be altered to accommodate items of varying height. Average shelf height is one of the factors determining stack capacity. ***See also***: oversize.

shelf life

The average length of time an item owned by a library, such as a book, audiocassette, videocassette, or CD, is likely to remain in usable condition before it must be replaced due to normal wear. ***See also***: library binding.

shelflist

A nonpublic catalog of a library collection, containing a single bibliographic record for each item, filed in the order in which the items are arranged on the shelf (usually by call number), used for inventory because it contains the most current information on copy and volume holdings. Card shelflists are being phased out by libraries that have converted their public catalogs to machine-readable records.

shelf reading

Periodic examination of the arrangement of books and other materials in the stacks of a library to ensure that items are in correct call number sequence on the shelf, usually performed by a student assistant or staff member called a page, during slack periods. An item shelved out of order may be lost to users until the shelves are read. Synonymous with *shelf checking*. Compare with inventory.

shelf-sitter

A slang term used by librarians for an item in the circulating collection that is seldom if ever checked out, or a reference book that is rarely used. In public libraries with limited shelf space, items with low circulation are eventually weeded, but in the collections of academic and research libraries, they may be retained indefinitely.

shelf-worn

The condition of a book that shows visible signs of having been repeatedly removed and replaced on the shelf, usually along the edges of the binding. In libraries, the most shelf-worn volumes are often well-loved children's books, standard dictionaries, general encyclopedias, and other heavily used reference works. Library binding increases the shelf life of a book.

shelving by size

Storing books by height rather than by subject classification, usually in four or more groups ranging from the smallest to the largest. This method increases shelf capacity by up to 25%, but when subject access is sacrificed, browsing capability is diminished. For this reason, shelving by size is used mainly in storage locations inaccessible to the public. ***See also***: double shelving, flat shelving, and fore-edge shelving.

shift

The length of time spent working at one job in any 24-hour period, no more than eight hours for full-time employment in most workplaces. Also refers to the length of time a person performs a particular task before being relieved by the next person scheduled to do the same work. Librarians scheduled at a service point such as the

reference desk may rotate shifts, especially in the evening and on weekends.

shifting
The laborious process of moving an entire collection, or sections of a collection, from one location to another in the stacks of a library, usually to create shelf space in classifications that have become overcrowded.

shipping
The delivery of materials, equipment, or supplies ordered from a publisher, jobber, dealer, or supplier to a library by post or some other method. Also refers to the charge for delivery, usually included as a separate amount on the invoice. Directory information for shipping services is available in annual reference serial *Literary Market Place*. ***See also***: consolidated shipment.

shoe
One of a set of four metal sheaths custom-fitted to the corners of a large hand-bound book to protect the leather binding, usually made of brass or silver, plain or decorated.

short
See: short film.

shortcut
Some operating systems allow the user to create an icon or pointer on the desktop which can be double-clicked to directly access a program or document, without having to click the **Start** button and select the application or filename from a menu or directory system.

short discount
In the book trade, a discount less than the one normally allowed by the publisher, jobber, or bookseller, usually 5-35%. Professional books, textbooks, and reference books are normally sold at short discount, as are items on special order. Compare with long discount.

short film
Any motion picture with a running time of less than 30 minutes (three reels or less). The category includes cartoons, newsreels, documentaries, and experimental films. The once common practice of showing one or more *shorts* before a feature film has ceased in commercial movie theaters. Short films are now shown mainly at film festivals. Synonymous with *short subject*.

short list
A small group of candidates chosen from a larger group, from which the final selection is made when filling a vacant position, awarding a prize, or determining the winner of a competition.

short loan
See: reserves.

short novel

See: novelette.

short page

In printing, a page with fewer lines of type matter than the specified number, as at the end of a chapter. In contemporary books, the unfilled space is usually left blank, but in older editions it was sometimes adorned with a printer's ornament. Compare with long page.

shorts

See: short shipment.

short score

A sketch of an ensemble work in which the composer sets forth on a few staves its main elements, with the intention of elaborating on the themes at some time in the future. Compare with close score and condensed score.

short shipment

An order shipped with one or more items lacking, usually because they were out of stock at the time the order was filled. The absent titles, known as *shorts*, are usually placed on back order to be shipped as soon as they become available.

short short story

A fictional prose narrative of 500 to 1,500 words, containing all the elements of a short story in very concise form (*example*: "The Mad Woman" by Guy de Maupassant). ***See also***: conte.

short story

A work of short fiction, usually 2,000-10,000 words in length, in which the author limits the narrative to a single character (or group of characters) acting in a limited setting, usually at a single point in time, to achieve a unified effect. Short fiction is published in literary magazines and collections. Stories considered outstanding by editors and critics may be anthologized following initial publication. Short stories published in collections are indexed in ***Short Story Index*** published annually by H. W. Wilson. Compare with novelette and short short story. ***See also***: conte, fable, and tale.

short subject

See: short film.

short title

An abbreviated title of a book or other publication, usually enough of the full title to enable the item to be identified in a catalog or bibliography, or on a price list or order form. ***See also***: *English Short-Title Catalogue*.

shoulder

In bookbinding, the ridge along the binding edge of the text block, made to accommodate the boards of the cover by bending the backs of the sewn sections from the center toward the front and back, a process called backing, done in with a hammer

in hand-binding, and by machine in commercial binding, after the back has been rounded, and before the lining is applied. Also called an *abutment*, *flange*, *groove*, or *ledge*.

shoulder note

A note written or printed on the outer corner of the head margin of a page, usually in handwriting or a type size (or style) that distinguishes it from the text.

shouting

When specific words within an e-mail message (or its entire text) are typed in uppercase, THE TONE MAY BE INTERPRETED AS RUDE by its recipient(s). ***See also***: flame and netiquette.

show through

A printing defect in which text or illustration printed on one side of a leaf is visible through the paper from the other side, usually the result of a mismatch between paper stock and ink, on the part of the typographer. ***See also***: opacity.

sibling

In indexing, a descriptor or subject heading that shares a broader term (one level up in hierarchy) with one or more other descriptors in the same indexing language. The meanings of sibling terms may overlap (*example*: "Children's librarians" and "School librarians" under the broader term "Librarians"). Compare with orphan.

sic

The Latin word for "thus" written inside brackets [*sic*] or parentheses (*sic*) after a quotation to indicate that a misspelled word or grammatical error has been reproduced verbatim. In continental Europe, the exclamation mark (**!**) is used for the same purpose.

SIC

See: **S**tandard **I**ndustrial **C**lassification.

sidebar

Information printed alongside a text and set apart visually, usually inside a box or by shading. Sidebars are used in magazines, textbooks, popular reference books, how-to books, etc., to present related or supplementary material which the author does not wish to include in the text. Compare with side note.

side note

A note written or printed on one of the side margins of a page, opposite the passage of text to which it refers, usually in writing or type that distinguishes it from the text. A *cut-in side note* is set in from the left- or right-hand margin, with text surrounding it on three sides. Synonymous with *marginal note*. Compare with gloss. ***See also***: scholium.

side sewing

In binding, to fasten sections or loose leaves together by sewing the entire text block through the side along the binding margin in a single pass, a method that considerably

restricts openability. The ANSI standard for library binding specifies that a lock-stitch be used in side sewing, and does not recommend the method for text blocks over 1/2-inch thick or when the binding margin is less than 3/4-inches wide. Compare with fold sewn.

side-stitching
A method of binding in which flat wire staples are driven by machine through the entire thickness of the sections of a publication, parallel with the back fold, close to the binding edge. Used primarily for textbooks and periodical issues of more than one section, the method is stronger than saddle-stitching, but does not allow the leaves to open easily. For this reason, side-stitched publications must have a wide gutter margin. Synonymous with *side-wire stitching*. ***See also***: sewing.

side title
The title impressed on the outside of the front cover of a book, sometimes a shortened version of the title printed on the title page. ***See also***: binder's title and cover title.

signage
A collective term for all the static visual symbols and devices posted in a library to direct patrons to specific resources, services, and facilities, and to inform them of library hours, policies, programs, and events, including their size, design, and placement. Signs which are clear, concise, consistent, courteous, and appropriately placed can significantly reduce the number of directional questions received at the reference desk and make using the library less stressful, especially for inexperienced patrons.

To comply with ADA requirements, many libraries in the United States have added Braille to signs posted within reach of patrons. In libraries that serve a significant number of non-English speaking users, signs may be provided in more than one language. An effort is made in new construction and major renovations to avoid a piecemeal approach by incorporating the style and placement of signs into the overall interior design.

signatory
A government or agency that has the legal right to sign an official document, such as a treaty or trade agreement. Also refers to a person whose signature appears on such a document.

signature
In printing, a single sheet of paper folded one or more times to become, with the addition of any plates or other inserts, one section in a bound publication. In modern book production, signatures are usually in multiples of 8 pages, with 32 the norm. A signature mark called a register is applied by the printer to alert the binder to the order in which the folded sheets are to be gathered.

Also refers to a person's name, written in his or her own hand, usually appearing at the end of an original document, such as a letter or legal instrument. Handwriting analysis can be useful in verifying the authenticity of a signature. ***See also***: forgery

and signatory.

In e-mail messages, a standard ending that usually includes the sender's full name, position, affiliation, contact information, and sometimes a brief quotation or favorite saying. Synonymous in this sense with footer.

In written music, a symbol or symbols appearing at the beginning of a staff to indicate key and/or time.

signed

An entry in a reference work, or article in a periodical, in which the name of the author (or authors) is given, usually at the beginning or end of the text. In a more general sense, any written document that indicates the identity of the person who wrote it, such as a letter or legal instrument bearing the author's signature. The opposite of unsigned. ***See also***: byline.

signet

See: register.

silent film

Any motion picture produced without sound, usually from the period before "talkies" were introduced (1895 until about 1927). Also refers to the entire body of motion pictures produced during this early period. Classic American examples include the early films of comedians Charlie Chaplin and Buster Keaton, and the works of D. W. Griffith. When early silent films were shown to live audiences, the movie theater usually hired an orchestra or pianist to provide musical accompaniment. Projection speed for silent films is usually 16 fps (frames per second). In library cataloging, lack of sound track is indicated by the abbreviation *si.* in the physical description area of the bibliographic record for a film.

silking

The process of affixing chiffon silk, or some other gossamer material, to one or both sides of a sheet of paper, or to a leaf in a book, to repair or preserve it. The result is said to have been *silked*.

silk screen

A method of stencil printing in which the areas of a design to be left unprinted are masked on the underside of a screen made of fabric, plastic, or woven metal stretched on a frame. Ink or paint is forced through the unmasked areas onto the printing surface by hand or by machine. Each color must be applied separately using a different stencil. Screen printing is used for signs and posters, and for printing on surfaces such as glass, metal, plastic, wood, etc. Synonymous with *serigraphy*.

SilverPlatter

A commercial vendor that provides access to a wide range of bibliographic and full-text electronic databases to libraries of all kinds via a proprietary interface. Click here to connect to the **SilverPlatter** homepage.

simplex

In communications, a channel that has the capacity to transmit signals in one direction but not in the other. Compare with duplex.

simplified edition

An adaptation that makes the text of a previously published work easier to read, usually for a specific age group or category of reader, by substituting less difficult words, shortening the narrative, and adding a glossary, commonly used in ESL (English as a second language) instruction. Compare with abridgment.

simultaneous publication

Publication of the hardcover and paperback editions of a new book at the same time. Normally, the softcover edition is published months or even years after the cloth edition. Compare with parallel publishing.

simultaneous submission

Submission of a completed manuscript by the author or the author's agent to more than one publisher at the same time. A journal publisher's policy concerning simultaneous submission is usually stated in its guidelines for contributors.

simultaneous user

A person who accesses a bibliographic database or other online resource at the same time as other users. Licensing agreements usually specify the maximum number of users who may log on simultaneously at a given subscription rate. Most vendors have designed their proprietary search software to deny access when the limit is exceeded.

sine loco

A Latin phrase meaning "without place." In library cataloging, the abbreviation *s.l.* is used inside square brackets [s.l.] in the publication, distribution, etc. area of the bibliographic description to indicate that there is no known place of publication. Compare with *sine nomine*.

sine nomine

A Latin phrase meaning "without name." In library cataloging, the abbreviation *s.n.* is used inside square brackets [s.n.] in the publication, distribution, etc. area of the bibliographic description to indicate that the name of the publisher or distributor is unknown. Compare with *sine loco*.

single index

An index compiled all at one time, to facilitate access to the content of a single publication, for example, an index at the back of a book or at the end of the last volume of a multivolume reference work. Compare with cumulative index and open-end index.

sinkage

In printing, the amount of space left blank above the first line of type at the top of a page of text, for example, at the beginning of a chapter or other major division of a book. ***See also***: headpiece.

site license

Official permission granted to a company, agency, organization, or institution by a software producer or vendor to use a software product under specified conditions on all the computers at a designated IP address, or range of IP addresses, usually in exchange for payment by the *licensee* of an annual fee. Compare with software license.

sized

Paper treated in manufacture with a substance that makes its surface less porous, reducing its capacity to absorb moisture. Blotting paper is left unsized. Also refers to book cloth treated with a stiffener. ***See also***: resized.

sizing

Substances such as resin or gelatin added to paper stock in manufacture to promote the bonding of cellulose fibers, or as a coating to fill pores in the surface after sheets have been formed. Sizing makes paper less permeable to water, preventing the ink used in printing from bleeding. Sizing also gives definition to the printed image. Some sizings are acidic and contribute to the deterioration of paper.

Also refers to the process of sorting a number of books into batches of similar size in preparation for some kind of treatment or processing, such as the application of clear plastic jacket covers.

skeleton staff

The minimum number of employees required to operate a library, usually those necessary to staff essential service points and maintain security. Libraries chronically under-staffed may be forced to operate with minimal staff in the evening and on weekends, or remain closed.

sketch

A brief essay, story, or play, developed in less detail than a more complete work of the same literary form. A *character sketch* captures the essence of one or more individuals, with little or no plot. Also refers to a drawing that provides a rough outline of its subject without adding much detail, usually done rapidly, in a single sitting, sometimes as a study for a more elaborate treatment of the same subject.

skyline

In newspaper publishing, any headline printed across the top of the first page above the flag. Compare with banner.

s.l.

See: *sine loco*.

SLA

See: **S**pecial **L**ibraries **A**ssociation.

slander

See: libel.

slang

An informal or colloquial expression peculiar to a specific group, often unintelligible to outsiders but sometimes decipherable from its context. Slang expressions are subject to linguistic fashion. Most serious authors use slang terms only in dialogue or when writing informally. In libraries, dictionaries of slang are available in the reference section (*example*: ***A Dictionary of Slang and Unconventional English*** by Eric Partridge). Compare with argot, jargon, and idiom.

slash

In writing, printing, and computing, a character in the form of a line slanting diagonally from upper right to lower left, used to indicate division, fractions, and ratios (**miles/hour**); to combine dates (**1905/06**); to indicate alternatives (**and/or**); and to separate the parts of an Internet address (**http://www.myuniversity.edu/library**). Synonymous with *forward slash*, *solidus*, and *virgule*. Compare with backslash.

sleeper

In the retail book trade, a trade book that sells slowly when first published, but develops a strong, steady market over a period of months or even years. In libraries, a new book that circulates slowly when first added to the collection, but in time attracts a strong, steady readership. In the antiquarian book trade, a valuable item priced well below its market value in a dealer's catalog or on the shelf because the seller is unaware of its actual worth.

sleeve

A transparent plastic covering designed to fit snugly over the paper dust jacket of a hardcover book. Applied by a library staff member during physical processing, plastic sleeves are used in public libraries to a greater extent than in other types of libraries, to protect book covers and enhance their visual appeal.

Also, the paper envelope provided by the manufacturer of a phonograph record, to protect the disc from dust and abrasion as it is removed from and replaced in the jacket or album, sometimes with a wide circle cut from the center or replaced with transparent material, to allow the record label to remain visible.

slick

A term used in publishing to describe a heavily illustrated consumer magazine of high circulation, printed in color on glossy paper, for sale at newsstands, in bookstores and supermarkets, and by subscription (*example*: ***Cosmopolitan***).

slide

A small transparent, positive image in color or black-and-white, produced on film or glass, usually mounted in a rigid cardboard or plastic frame of standard size (2 x 2 inches), designed to be projected one-at-a-time on a large screen using a *slide projector*, with or without recorded sound. Modern slide projectors are designed to hold carousels for queuing dozens of slides. Most models have an automatic advance that can be activated remotely by the presenter. Models designed for professional use include a microprocessor that enables slides to be accessed randomly. Slides may also be viewed in a *slide viewer*, a smaller device with built-in rear-screen projection. Some models have audio and automatic advance capability similar to slide projectors.

Compare with filmstrip. ***See also***: microslide and microscope slide.

In computing, one of a numbered sequence of screens created using presentation software, such as ***PowerPoint***, for display with the aid of an LCD projector, as part of an oral presentation.

slide mount

A rigid cardboard or plastic frame, usually of standard size (2 x 2"), designed to hold a single slide to protect it from damage and make it easier to label, store, and handle.

slide projector

See: slide.

slide viewer

See: slide.

slipcase

A sturdy cardboard box, covered in paper, cloth, or leather, designed to snugly contain a single book or set of books, with an open front to expose the spines, allowing the title(s) remain visible. Intended to keep volumes together and protect them from damage, slipcases are more common in deluxe editions and videocassette sets than in trade book editions. Also spelled *slip-case*. Compare with pull-case and solander.

slip proof

See: galley proof.

SLJ

See: *School Library Journal*.

small capital

A capital letter of x-height, about 2/3 as large as the full-size capital of the same type size, used for emphasis in printed text. Abbreviated *small cap*. Abbreviated *s.c.* ***See also***: uppercase and lowercase.

small press

A small publisher of comparatively limited resources, functioning independently of the publishing "establishment" and consequently more likely to issue works outside the cultural mainstream. Most small presses employ fewer than a dozen people and publish no more than 20-30 new titles per year. Synonymous with *little press*.

Small Press, the trade publication of small publishers, provides approximately 100 reviews of small press books in each bimonthly issue. Directory information on small presses is available in *Literary Market Place* and *Writer's Market*. Click here to connect to the homepage of the Small Press Center, a nonprofit cultural and educational institution dedicated to promoting awareness of small independent publishers and their contributions to society. ***See also***: niche publishing.

smartboard

A general term for several types of electronic whiteboard, the most sophisticated of which can be synchronized with a computer to function like an oversize touch screen, allowing users to interact directly with the display, instead of using a keyboard, mouse, or other input device. Smartboards are used for bibliographic instruction in very well-equipped academic libraries. Also spelled *smart board*.

smashing
See: nipping.

smiley
A whimsical sequence of punctuation marks and special characters, arranged to suggest the expression on a human face, used in e-mail messages to symbolically communicate emotion or humor. Frequently used examples include:

:-) Smiling
;-) Ironic smile
:-(Not amused
>:(Very angry
:O Yelling
:D Laughing

For more smileys, please see the *Unofficial Smiley Dictionary*. Synonymous with *emoticon*.

SMTP
Simple **M**ail **T**ransfer **P**rotocol, the standard TCP/IP e-mail protocol used on the Internet, originally designed for ASCII text but subsequently enhanced to permit the attachment of other file types. ***See also***: MIME.

s.n.
See: *sine nomine*.

SN
See: **s**cope **n**ote.

sobriquet
A nickname, assumed name, or other imaginative appellation applied to a person (*example*: Sachmo), group (Copperheads), place (Dixie), thing (Old Ironsides), or institution (Uncle Sam). An author is occasionally known by such a name (The Bard). Compare with pseudonym.

Social Responsibilities Round Table (SRRT)
Established over 25 years ago as a permanent round table of the American Library Association to make the organization more democratic and to establish progressive priorities for the library profession, **SRRT** has been particularly active on issues involving civil and economic rights. **SRRT** publishes the quarterly *SRRT Newsletter* and is affiliated with the Alternative Press Center (APC) which publishes of the ***Alternative Press Index***. Click here to connect to the **SRRT** homepage.

society

A corporate entity consisting of a group of people who meet periodically to share a common interest, especially one that is academic or professional. The most comprehensive directory of such organizations is the *Encyclopedia of Associations*, available in the reference section of most libraries in the United States. Click here to connect to an online directory of scholarly societies in North America, maintained by the University of Waterloo Library. Abbreviated *soc*. Synonymous with *association*. ***See also***: dues, proceedings, and transactions.

Society for Scholarly Publishing (SSP)

An organization that grew out of the Association of Scientific Journals (ASJ) and the Innovation Guide project of the National Science Foundation during the 1970s, **SSP** is devoted to advancing scholarly communication and publishing, and the professional development of its members through education, collaboration, and networking. Its members include scholarly book and journal publishers, librarians, manufacturers, booksellers, and Web editors. Click here to connect to the **SSP** homepage.

Society for the History of Authorship, Reading and Publishing (SHARP)

Created in 1991, **SHARP** provides a global network for book historians. Its membership includes literature professors, historians, librarians, publishing professionals, sociologists, bibliophiles, classicists, booksellers, art historians, reading instructors, and independent scholars from over 20 countries. **SHARP** sponsors an annual conference, maintains an online discussion forum, and publishes the quarterly newsletter *SHARP News*. Click here to connect to the **SHARP** homepage.

Society of American Archivists (SAA)

Founded in 1934, **SAA** is the oldest professional organization of archivists in North America, dedicated to promoting the identification, preservation, and use of records of historical value. **SAA** publishes the newsletter *Archival Outlook* and the semiannual journal *American Archivist*. Click here to connect to the **SAA** homepage.

softcover

A publication bound in covers that are not rigid, usually a paperback, but the term also includes limp and flexible bindings. Most periodicals are issued in softcover. In trade books, the softcover edition is published separately from the hardcover edition, usually at a later date, and is sold at a lower price. Synonymous with *paperbound*.

software

A generic term for computer programs and their associated documentation, as opposed to data used as input and generated as output. In computing, data is "processed"--software "runs." A software product consists of a set of instructions written by a programmer, distinct from the manufactured hardware used to run it. The term includes systems programs such as operating systems (OS), database management systems (DBMS), utilities that control the operation of the computer itself, and application programs designed to process data and accomplish specific tasks for the user. ***See also***: search software and Web browser.

software license

A formal agreement between the producer and purchaser of a software product concerning permissible use, especially with regard to sharing and making copies. *Software piracy* is the unauthorized copying of licensed software, usually for sale in a country other than the one in which it is copyrighted. Compare with site license.

solander

A box in the shape of a book, wide enough to stand upright, used for storing books, pamphlets, maps, plates, papers, etc., designed in two parts with a slide-on top, or hinged to open at the front or side, with a clasp or spring catch. Named after Daniel C. Solander, the 18th century Swedish botanist who designed it for storing specimens at the British Museum. Compare with pull-case and slipcase.

solidus

See: slash.

soliloquy

A long sequence of lines addressed by an actor or actress, not to the other players on stage, but directly to the audience, revealing private thoughts, feelings, or intentions. Perhaps the best known example is the "To Be or Not to Be" speech in ***Hamlet*** in which the protagonist expresses the personal dilemma posed by the unexpected allegation of murder made by his father's ghost. A shorter speech intended to be inaudible to the other characters in a scene is an *aside*. Compare with monologue.

solo librarian

A librarian solely responsible for managing a small library, without the assistance of other paid staff. Solo public librarians often rely on the assistance of volunteers from the community served. Running even a small library single-handedly requires energy, initiative, versatility, and self-sufficiency. Solo librarians are organized in the *Solo Librarians Division* of the Special Libraries Association.

songster

A type of broadside or chapbook popular during the 18th and 19th centuries, containing poems and ballads sung to popular tunes.

sonnet

A lyric poem of fourteen lines, written in iambic pentameter. A *sonnet sequence* is a group of sonnets written by a single poet, usually on a common theme. The form originated in Italy in the 13th century. The most common rhyme schemes were developed by Petrarch and Shakespeare.

sorting

In a search of a online catalog or bibliographic database, the default display is normally alphabetical order by author or title, or reverse chronological order by publication date. However, in some online catalogs and databases, the user may select the sequence in which results will be displayed, usually from a list of options, either before or after the search is executed. Compare with ranking. ***See also***: arrangement.

sound archives

A permanent collection of sound recordings, preserved for research purposes (*example*: Stanford Archive of Recorded Sound). Materials collected include wax cylinders, shellac and vinyl phonograph records, audiotape, digital compact discs, etc. One of the earliest comprehensive archives of sound recordings was established in the early 20th century by the British Broadcasting Corporation (BBC).

sound disc

See: compact disc and phonograph record.

sound recording

A generic term for sounds that have been mechanically, electromagnetically, or digitally recorded onto a medium designed for playback with the aid of audio equipment. The category includes phonograph records, audiotapes, compact discs, and the sound track on motion pictures, videorecordings, DVDs, etc. Libraries collect sound recordings of music and human speech (poetry, drama, speeches, interviews, broadcasts, books-on-tape, etc.). The proceedings of meetings and conferences are sometimes recorded for archival purposes. Click here to connect to the homepage of the Recorded Sound Reference Center at the Library of Congress. Synonymous with audiorecording. ***See also***: sound archives, type of recording, and ANSCR.

sound track

The sound component of a motion picture or video, usually recorded along one or both edges of the film or tape, on a magnetically coated stripe, synchronizing sound with image. Also refers to the music score of a motion picture, released separately on audiocassette or compact disc, sometimes under a slightly different title. Silent films have no sound track.

source

Any document that provides information sought by a writer, researcher, library user, or person searching an online catalog or bibliographic database. Also refers to a document that provides information copied or reproduced in another document, for example, a quotation or excerpt. In literature, the story, legend, or work that inspires or provides elements of plot or characterization for another literary work, for example, the chronicles of English history on which Shakespeare based some of his history plays. ***See also***: primary source, secondary source, and tertiary source.

In acquisitions, the seller or donor from whom an item is obtained, usually indicated in the accession record.

source document

In reprography, the original document from which copies are made, usually containing text and/or graphic material that can be read by the human eye without magnification. Compare with master. ***See also***: camera microfilm.

source field

In the record structure of most bibliographic databases, the data field containing the journal title, volume number, date of issue, and page numbers of a periodical article;

the book title, publisher, publication date, and page numbers for an essay in a collection; or the title, publisher, and publication date for a book or book chapter. In the record display, the field label may be abbreviated *SO:*

source language

The original language of a text that has been translated into one or more other languages. In library cataloging, the language of the original work is indicated in a parallel title or *Translation of:* note in the bibliographic description.

spacing

The use of one or more blank characters to separate words in printing and typing. Also refers to one or more lines left blank at the beginning of type matter, or between lines of type, for example, the three lines left blank at the top of a typed or printed catalog card, or the double space before the first note and before the tracings. In *AACR2*, the use of spacing in catalog records is governed by the general rules for punctuation, and by the specific rules for punctuation in each area of bibliographic description. ***See also***: white line.

spam

Unsolicited e-mail messages mass-mailed to large numbers of newsgroups and/or mailing lists with little concern for the burden such activity places on subscribers. Spamming is considered one of the worst violations of netiquette because it forces Internet users to waste valuable time scanning and deleting unwanted messages. The person who sends such messages is a *spammer*. For more information on this nuisance, please see: spam.abuse.net.

SPARC

See: **S**cholarly **P**ublishing and **A**cademic **R**esources **C**oalition.

special collections

Some libraries segregate from the general collection rare books, manuscripts, papers, and other items which are 1) of a certain form, 2) on a certain subject, 3) of a certain time period or geographic area, 4) in fragile or poor condition, or 5) especially valuable. Such materials are not allowed to circulate and access to them may be restricted. Click here to connect to an online guide to the special collections in the Library of Congress, and here to connect to the ExLibris directory of special collections that support digitization. Compare with archives. ***See also***: Rare Books and Manuscripts Section.

special edition

An edition or issue of a work (or works) produced in a format that differs from previous editions, usually for a special purpose and sometimes under a distinctive title, with a new introduction and sometimes additional notes, appendices, or illustrations. The term is also used synonymously with library edition.

Also, a special issue of a newspaper, usually devoted wholly or in large part to a specific subject or occasion, for example, in commemoration of a national event. Synonymous with *special number*.

special interest magazine

A magazine devoted to a specific topic of interest to a fairly narrow, well-defined audience, for example, golfing enthusiasts (***Golf Digest***) or yoga teachers and practitioners (***Yoga Journal***). Public libraries usually subscribe to special interest titles on the basis of demand, as indicated by patron requests and usage statistics for related items. Compare with general interest magazine.

special issue

An issue of a periodical devoted wholly or substantially to a specific subject or occasion. When published more than once on the same topic, a special issue usually appears at the same time in consecutive years, for example, the annual swimsuit issue of ***Sports Illustrated***, a high-demand item in public libraries. ***See also***: convention issue.

specialization

Concentration on a limited aspect of a subject or discipline, often to the exclusion of related areas of study or inquiry. The breadth of librarianship is so great that most librarians decide to focus on one or two aspects of the profession. In library school, students usually select a functional specialization (public services, technical services, automated systems, etc.). Each of these tracks is divided into narrower branches, for example, subject analysis within technical services, or bibliographic instruction within public services. In public libraries, librarians specialize in services for adults, young adults, or children. Librarians employed in special libraries focus on a particular subject or field (art, business, engineering, law, medicine), type of material (government documents, film and video), type of institution (correctional, military, museum), or type of collection (archives, special collections). The professional organizations and journal literature of librarianship reflect these divisions.

Also refers to the level of detail or difficulty of the materials in a library collection, which depends the library's mission and the clientele served, for example, a public library may provide a selection of the novels of Thomas Hardy in at least one edition, but not his poetry or the literary criticism and multiple editions one would expect to find in the holdings of an academic library at a university offering advanced degrees in English language and literature.

Special Libraries Association (SLA)

Founded in 1909, **SLA** has an international membership of information professionals employed in special libraries serving business, research, governments, universities, newspapers, museums, and institutions that use or produce specialized information. **SLA** publishes the monthly magazine *Information Outlook*. Click here to connect to the **SLA** homepage. ***See also***: Dana, John Cotton.

special library

A library established and funded by a commercial firm, private association, government agency, nonprofit organization, or special interest group to meet the information needs of its employees, members, or staff in accordance with the organization's mission and goals. The scope of the collection is usually limited to the interests of its host organization. Special librarians are organized in the Special

Libraries Association. Information on special libraries in the United States and Canada is available in the ***Directory of Special Libraries and Information Centers*** published by the Gale Group. ***See also***: corporation library, correctional library, medical library, museum library, and news library.

special offer

An offer by a supplier or vendor to sell goods and/or services at a lower price, usually for a limited period of time, or to provide a trial period, premium, or other inducement to purchase or subscribe. Other restrictions, such as minimum purchase amount, may apply.

special order

An order for a single copy of a publication, requiring special handling, usually because the item is not in stock. Special orders are generally sold at a short discount or no discount, and a modest service charge may be added to compensate the publisher or bookseller for extra effort.

specifications

The instructions sent by a publisher to a printer with the typescript of a work regarding its characteristics as a prospective publication, including its dimensions, paper stock, typeface, quantity of illustration, extent of front and back matter, etc., from which the printer creates a *specimen page* to indicate the proposed style of typesetting. Cost of production is determined by *specs* and size of edition. In a more general sense, detailed instructions concerning work to be done, products or services to be supplied, etc., especially when a contract is to be signed.

specific entry

In subject analysis, the principle that a work is listed in a library catalog, index, or bibliographic database under the most specific subject heading(s) or descriptor(s) that fully describe its content. For example, a book about poets would be entered under "Poets" not "Writers" and a work about French poets under "French poets" or "Poets, French" rather than "Poets." Compare with coextensive entry.

specificity

In indexing, the degree to which the meaning of a descriptor or subject heading matches the content of the document to which it is assigned. For example, although the Library of Congress subject heading "Gardening" applies to a book about gardening inside the house, the heading "Indoor gardening" describes the content more precisely. Specificity in this sense is relative to the work described. An indexing term may be specific, whether broad or narrow, as long as it matches closely an important subject of the work.

In an indexing language, the specificity of a descriptor or subject heading depends on its relationship to other authorized terms broader or narrower in meaning, usually indicated in a thesaurus or headings list by indention, or by the codes **BT** (broader term) or **NT** (narrower term). ***See also***: top term.

specific material designation

The most specific designation of the type of material to which an item belongs, given under extent of item in the physical description area of the bibliographic description, for example, "videodisc" under the general material designation "videorecording."

specimen

A single individual or member of a group or class, selected as an example or sample of the whole, for example, an item of a specific type selected to represent a group of items, or an entire collection, in a library display or exhibit. Compare with artifact. ***See also***: specimen case.

specimen case

A wide flat storage container, usually with a transparent top, divided into compartments usually backed with soft material, used for for mounting and storing specimens in rows to facilitate comparison. Some models are lockable. In museums, specimen cases may be built to specific dimensions to allow them to be stored, one atop another inside a specially designed cabinet.

Also refers to a sample book cover, submitted by an edition binder to the publisher for approval, showing the proposed size, boards, covering, lettering, and squares of a case binding.

specimen page

One of several sample pages submitted by the printer to the publisher to show the proposed typographic style for a prospective publication, usually *four* in number, including the first page of a chapter and at least one subhead to show display type. Also refers to a copy of a page from a book or other publication, reproduced on any scale for use by the publisher in marketing.

specs

See: specifications.

speech recognition

See: voice recognition.

spell checker

A feature of most word processing software that automatically checks the spelling of words typed in a document against a built-in dictionary, alerting the user to any misspelled words and even correcting typos on the fly. Spell-checkers are not infallible. A misspelling will not be flagged if it is itself a word ("their" for "there"). The option can usually be turned "off" by the user if not desired.

spider

See: crawler.

spine

The rounded or flat part of the binding on a book, connecting the front and back covers and protecting the binding edge, the only part of the cover visible when the volume is placed alongside others on the shelf. It usually bears the spine title or an abbreviated title, and the last name or full name of the author. In libraries, a label

bearing the location symbol and call number is affixed to the lower spine of each volume to facilitate retrieval and reshelving. In some bindings, the spine is covered in a different material than the boards (see: half-binding, quarter binding, and three-quarter binding). Synonymous with *backbone* and *shelf back*. Compare with back. ***See also***: cocked.

spine label

A small typed or printed label affixed to the lower spine of a book or other bibliographic item at the time it is processed, displaying its location symbol and call number, for use in reshelving and to assist the user in retrieving the item from the shelf once its call number has been found in the library catalog.

spine-out

Books displayed on a shelf with their spines facing the front, usually one alongside the other with a bookend at the end of the row to keep them upright--the shelving method used in the stacks of most libraries because it allows the spine title and call number on each volume to be seen at a glance. Compare with face out.

spine title

The title appearing on the spine of a book, sometimes shorter than the title impressed on the cover or printed on the title page. Synonymous with *back title*. ***See also***: binder's title.

spin-off

An independently published book or set of books containing material selected from a longer work published by the same company, for example, the three-volume ***New Grove Dictionary of Musical Instruments*** containing entries that are nearly identical to those in the much longer ***New Grove Dictionary of Music and Musicians***. Compare with abridgment.

Also refers to a journal that became a separate periodical after having been part of a more comprehensive publication, for example, *School Library Journal*, once part of *Library Journal*. The proliferation of scholarly publications into increasingly specialized fields and subfields has been called *twigging*.

spiral binding

A form of mechanical binding in which a continuous coil of wire or hard plastic is drawn through small holes or slots punched in the binding edge of the covers and leaves of a publication to hold them together, used mainly for reports, manuals, workbooks, and notebooks containing blank or ruled pages. Spiral bindings open flat. Synonymous with *coil binding*. Compare with comb binding. ***See also***: loose-leaf.

split

The permanent division of a serial into two or more parts. The note *Continues in part:* is included in the bibliographic record for each of the parts to indicate the title of the publication that split, and the corresponding note *Split into:* is added in the record for the serial that split to indicate the titles of the publications created by the division. The opposite of merger

Also, to divide an animal hide into two or more layers for use in book production. The term is also used for one of the layers produced by such a division (or the leather made from it), usually an underlayer rather than the grain layer. In bookbinding, to cut a signature thicker than 3/4" through the back fold in preparation for fan gluing or oversewing.

split catalog

See: divided catalog.

spoilage

In book production, printed sheets or entire copies discarded because they contain imperfections or were damaged in printing or binding. Allowance for spoilage is included in the size of printing and binding orders.

sponsor

A person or corporate entity that subsidizes or provides encouragement, funding, or some other form of practical assistance in the production of a radio or television program, Web site, or other creative work, usually in exchange for some form of publicity. Compare with patron.

sponsored book

A book issued by an established commercial publisher for which the cost of publication is subsidized by an organization or company with an interest in seeing it published. The subsidy may be a direct payment to the publisher to cover losses in the event of disappointing sales, or an agreement to purchase enough copies at an established price to make the publication profitable. Compare with vanity publisher.

spool

A cylindrical flanged wheel with a hole running from end-to-end onto which a roll of unprocessed film is wound, designed to be inserted in a camera or processing machine. Compare with reel.

spread

The full expanse of facing pages in an opening in a book or other bound publication. The page on the right-hand side is the recto; the one on the left is the verso. ***See also***: double spread.

spreadsheet

Application software that allows textual information and numeric data to be displayed and computed in two-dimensional tabular format (rows and columns), widely used in budgeting and statistical analysis. Also refers to the result of using such a program, in print or electronic format.

sprinkled

In binding, a book on which the cut edges of the sections have been irregularly sprayed or spattered with flecks of color as a decoration, a technique used mainly on large dictionaries and expensive reference sets. The visual effect makes dust and any natural discoloration less noticeable.

sprung

The condition of a book in which the text block has separated from its cover, either in the process of rebinding or through wear on the hinges. Mending may require new endpapers. Compare with shaken.

spurious work

A written work known to be counterfeit (not genuine), usually one uncritically ascribed to a known author and subsequently discovered to be of unknown or uncertain authorship. ***See also***: apocryphal.

square

A book in which the width of the cover is more than three-quarters (but not greater than) its height, a shape often used in art books and children's picture books. Compare with narrow and oblong. ***See also***: portrait.

square bracket

One of a pair of angled lines [ ] enclosing a word, phrase, or numeric figure in text, usually to indicate insertion. In library cataloging, square brackets are used to indicate an interpolation made by the cataloger (*example*: [48] p.) and around the general material designation following the title in a bibliographic record representing a nonbook item (*example*: [sound recording]). Compare with parenthesis.

square capital

A letter of the Latin alphabet used in Europe as a book hand from the 3rd to the 5th century, adapted from the lapidary capitals used in antiquity to carve inscriptions on monuments. The pointed serifs incised in stone were replaced with wider square serifs, easier to execute with a reed or quill pen, and the contrast between thick and thin strokes was greater in square capitals. Even so, the difficulty of writing square capitals led to the use of rustic capitals during the same period. Latin: *capitales quadrata*.

squares

In bookbinding, the edges of the boards of a cover, extending beyond the text block at the head, fore-edge, and tail to protect the bound sections from damage. Cased books have equal margins of cover around the edges, usually 1/8 to 3/16 of an inch. The term is also used for the part of the cover that is turned in on the inside, but not covered by the endpapers after they have been pasted down. Compare with cut flush.

SRRT

See: **S**ocial **R**esponsibilities **R**ound **T**able.

SSIRT

See: **S**upport **S**taff **I**nterests **R**ound **T**able.

SSP

See: **S**ociety for **S**cholarly **P**ublishing.

stabilization

Chemical or physical methods applied in conservation to maintain the integrity of a

document by arresting deterioration already in progress, for example, the neutralization of acid in the paper used for printing books and other publications. The *stability* of a document is its ability to resist changes of physical state when exposed to normal use and storage conditions. Compare with restoration. ***See also***: permanence.

stack aisle
See: range aisle.

stack capacity
The amount of material that can be contained in the stack area of a library, expressed as the total linear or square feet of available shelving, or the maximum number of volumes or other physical units that can be accommodated, sometimes computed by means of a formula. ***See also***: cubook and shelf height.

stacked advertising
Advertising that appears only in the front or back, or in the front *and* back, of a periodical and nowhere else in the issue (*example*: ***National Geographic***). In custom binding of periodicals, unpaginated advertisements appearing in the front and/or back of each issue may be removed to reduce bulk.

stack maintenance
All the duties involved in keeping the books and other materials stored in the stacks of a library in good order, including reshelving, shelf reading, shifting the collection when certain classifications become overcrowded, and relabeling shelf ranges to indicate their contents.

stacks
The shelving areas in a library where books, periodicals, and other materials are stored when not in use. In some libraries, the stacks are closed to the public, but most libraries in the United States allow patrons to browse all or part of their primary collections in open stacks. ***See also***: stack capacity and stack maintenance.

staff retreat
An opportunity provided by the administration of a library for the professional, technical, and administrative staff to meet in a comfortable location away from the workplace, usually once or twice a year for at least a full or half day, to discuss issues affecting the library and the clientele it serves. To avoid distraction, strategic planning is often conducted in such a setting.

staff room
A room in a library, usually equipped with comfortable furniture and a kitchenette, where staff members can go when they are not on-duty to eat, relax on a break, or meet informally. Synonymous with *staff lounge*.

stamping
See: blocking.

stand-alone

A computer *not* connected to a network, which functions independently of other computers and systems. In libraries, bibliographic databases on CD-ROM may be installed on a stand-alone PC workstation, especially when licensing agreements restrict usage to one simultaneous user.

standard

An acceptable level or criterion according to which something is compared, measured, or judged. Also refers to an amount, extent, quality, pattern, criterion, etc., fixed by usage or convention, or established as the norm by prevailing authority, as in the standard size of a catalog card used by libraries prior to the development of machine-readable cataloging. A *de facto standard* is one that becomes generally accepted without the formal endorsement of a standard-setting organization. Compare with benchmark.

Also, any object, such as a flag or banner, used to symbolize a nation, people, military unit, etc. ***See also***: standards.

standard author

An author whose literary works have earned such a respected place in the national literature of a country that they are frequently taught in literature courses and included in anthologies (*examples*: William Faulkner, Jane Austen, Gustave Flaubert, Henrik Ibsen, Anton Chekhov, etc.).

standard deviation

In statistical analysis, a quantitative measure of how far a variable differs from the norm, calculated as the square root of the variance.

standard format

The most common form of a specific type of document, for example, the sequence in which the parts of a journal article reporting the results of original scientific research are presented (review of existing literature, research methodology, results or findings, discussion or analysis of results, conclusions, suggestions for further research, and list of works cited).

Standard Generalized Markup Language (SGML)

Established in 1986, **SGML** is an ISO standard governing the rules for defining tag sets that determine how machine-readable text documents are formatted. Not dependent on a specific computer system or type of software, **SGML** is widely used in preparing machine-readable text archives. The HTML code used to create Web pages is an **SGML** language that uses a fixed set of predefined tags. XML is a subset of **SGML** in which the tags are unlimited and not predefined.

Standard Industrial Classification (SIC)

A system of four-digit product codes developed in the 1930s by the Statistical Policy Division of the U.S. Office of Management and Budget to represent categories of products and services sold by commercial companies, for the purpose of compiling economic statistics. In 1997, the OMB adopted the North American Industry Classification System (NAICS) to replace the **SIC**, a change that has affected some

business reference books.

standardization

The process of establishing uniform procedures and standards in a specific field of endeavor, usually to facilitate exchange and cooperation, and to assure quality and enhance productivity. In librarianship, standards are established by professional associations, accrediting bodies, and government agencies. ***See also***: National Information Standards Organization (NISO).

standard list

A list of titles recommended for any library collection of a particular type and size, usually published under the auspices of a library association (*example*: ***Books for College Libraries***). Standard lists are difficult to keep current. Synonymous with *selection guide*. ***See also***: core collection.

standard number

The unique identification number assigned to an edition at the time of first publication, in accordance with an internationally standardized identification system, usually appearing somewhere on the item. In hardcover books, the International Standard Books Number (ISBN) is printed on the verso of the title page and usually on the front flap of the dust jacket. In softcover editions, it appears on the verso of the title page and on the back cover (usually in the lower right-hand corner). In periodicals, the International Standard Serial Number (ISSN) is included in the masthead or with the table of contents. In *AACR2*, the standard number is given in the standard number and terms of availability area of the bibliographic description.

standard number and terms of availability

In *AACR2*, the area of bibliographic description in which the standard number (ISBN, ISSN, etc.), list price, and any other terms under which the item is available are entered (field 020 or 022 of the MARC record).

standards

Criteria established by professional associations, accrediting bodies, or agencies of government for measuring and evaluating library services, collections, and programs (*example*: ***Information Literacy Competency Standards for Higher Education*** published in 2000 by the Association of College and Research Libraries). Also refers to any code of rules or procedures established by national and international library organizations to govern bibliographic control, such as the MARC record format, CIP, and the ISBN/ISSN adopted by the publishing industry. Click here to connect to the Library of Congress Web page on standards. ***See also***: competencies.

In a more general sense, any criteria established by law, agreement, or custom, according to which values, quantities, procedures, performance, etc., are measured or evaluated, and to which manufacturers, practitioners, researchers, etc., seek to conform in order to ensure quality and/or uniformity of results. ***See also***: American National Standards Institute (ANSI) and National Information Standards Organization (NISO).

standard subdivision

In the *Library of Congress Subject Headings* list, a subheading applied uniformly to one or more categories of main heading, for example, the subheading "Influence" under headings for personal names, corporate bodies, uniform titles of sacred texts, religions, wars, types of organizations, and forms and movements in the arts (*example*: **Hardy, Thomas, 1840-1928--Influence**). Click here to see a list of standard LC subject subdivisions. Synonymous with *free-floating subdivision*.

In Dewey Decimal Classification, a subdivision that catalogers may add to a class listed in the main schedules to indicate form, historical period, category of person, etc., which is never used alone. In the notation, it is indicated by adding a decimal fraction to the class number. Standard subdivisions are listed in Table 1.

standard title

See: uniform title.

standard work

A work widely recognized as a model of excellence in its field, which libraries may order in multiple copies or editions (*example*: ***The Elements of Style*** by William Strunk, Jr.). A standard reference work is usually published in revised editions (*example*: ***The Columbia Granger's Index to Poetry in Anthologies***). Compare with classic.

standing committee

A permanent committee appointed by management or selected according to established procedures to handle specific ongoing responsibilities, usually in support of an organization's mission and goals, as opposed to an *ad hoc committee* established to address a particular issue or accomplish a specific task, then dissolved once its goals and objectives have been met.

standing order

See: continuation order.

standing room

In the Dewey Decimal Classification schedules, topics considerably less extensive in scope than the subject(s) represented by the class, usually given immediately following the notation and heading, in a note that begins with "Including," "Contains," "Example(s)," or "Common names." Standing room provides a location for topics for which the number of published works is limited, but expected to grow, possibly to the point of warranting a separate class number. Catalogers are not permitted to add standard subdivisions to such topics, nor are other number building techniques allowed (adapted from *DDC*). Compare with approximate the whole.

stapling

See: saddle-stitching.

star map

See: astronomical map.

start

A binding defect in which one of the sections of a book projects beyond the others at the fore-edge because it has not been properly secured at the binding edge. Also refers to a crack between sections at the binding edge, usually the result of forcing the leaves open while they are held down, instead of pressing gently along the inner margin to form a fold at the binding edge.

started

A book in which a portion of the body is so loose in the binding that it protrudes beyond the fore-edge but remains attached, a condition not as advanced as shaken.

state

Part of an edition that differs from other copies of the same edition by virtue of minor changes in the make-up or typesetting made during printing or binding, usually additions, deletions, corrections, and transpositions. In the 16th and 17th centuries, variations in state were often the result of allowing the author to visit the press room while printing was in progress. They are used in historical bibliography and the antiquarian book trade to determine priority of issue. In this sense, state has no relation to condition. Compare with variant. ***See also***: ideal copy.

Also refers to a preliminary impression taken of a print by the artist as a test prior to completion of the plate or perfection of inking.

state library

In the United States, a library supported by state funds for the use of state employees and citizens, usually located in the state capital, containing a comprehensive collection of the state's official documents, books written by authors living in the state, and newspapers published in the state. The first state library was established in Pennsylvania in 1816. Click here to connect to the ***Libweb*** directory of U.S. State Libraries. ***See also***: Association of Specialized and Cooperative Library Agencies.

state manual

A publication issued annually or semiannually by a state government, usually containing the text of the state charter and/or constitution, election statistics, and information about government structure, elected and appointed officials, voting districts, and the towns or boroughs, cities, and counties within the state. Also known as a blue book.

statement of responsibility

In library cataloging, the portion of the bibliographic record indicating the person(s) or corporate body responsible for creating the intellectual or artistic content of the item, for example, the author, editor, or compiler of a written work, or the composer or arranger of a musical work. In most cases, the statement of responsibility is transcribed from the chief source of information in or on the item. In *AACR2*, when more than one kind of responsibility is indicated (multiple statements of responsibility), the names are transcribed in the order in which they appear on the chief source of information.

state-of-the-art

A product, system, or design that represents the most advanced degree of technical achievement in its field at the present time. In the construction of new facilities, libraries typically strive for state-of-the-art design and technology, but must often settle for what is financially feasible.

stationer

In Europe, the earliest nonmonastic producer and lender of manuscript books for profit. *Stationarii* (Latin) were licensed by medieval universities to oversee the copying, binding, distribution, and repair of officially approved texts. In England, the earliest commercial booksellers, who sold their wares from market stalls, were known as stationers. ***See also***: exemplar.

statistical bibliography

See: bibliometrics.

status

See: borrower status, circulation status, and loan status.

statutory copy

See: deposit copy.

stave

The set of five parallel horizontal lines on which musical notation is written or printed. In the full score of an ensemble work, each part is written on a separate stave.

steady state

A library collection in which the number of items weeded equals the number acquired over time. Libraries with a limited amount of shelf space and no prospect of expansion must maintain a constant collection size. Synonymous with *no growth* or *zero growth*.

steering committee

A group of people appointed or elected to take charge of a complex project, for example, the task of planning the renovation of an existing library or organizing a move into a new library facility. Their responsibilities include setting priorities and establishing the sequence in which various stages of the work are to proceed.

stem

The root of a word used as a search term in a query entered as input in information retrieval, to which one or more truncation symbols are added to retrieve variant forms (*example*: ***witch*** to retrieve *bewitch*, *bewitched*, *bewitching*, *witch*, *witches*, *witchery*, *witchcraft*, etc.).

stemming

See: truncation.

step index

A series of shallow indentations resembling a staircase, cut into the fore-edge of a

book, bearing a sequence of characters or headings, sometimes printed against a dark ground to facilitate reference. Synonymous with *cut-in index*. Compare with tab index and thumb index.

stereograph
A visual medium in which a transparent or opaque image, or two slightly different images of the same scene arranged side-by-side, appear three-dimensional when seen through the lenses of a binocular instrument called a *stereoscope*. In *AACR2*, stereographs are cataloged as graphic materials. Synonymous with *stereogram*.

stereophonic
Sound reproduced by an audio device simultaneously from two separate channels with two amplifiers or speakers. Stereophonic sound separation produces a more realistic effect than earlier monaural recording, but not as realistic as quadraphonic sound.

stereotype
A fixed impression which may have little basis in fact, but is nevertheless perpetuated by persons unwilling to look more deeply into the matter. Librarians are often cast in a mold by the mass media because few people outside the library profession understand what librarians do when they are not shushing people. Library humor often makes light of the absurdities inherent in the notion of the "typical librarian."

stick
A sturdy hardwood rod about three feet long, divided lengthwise down the center, usually into four thin shafts, with a handle on one end and a rubber ring at the other to hold the most recent issue of a newspaper securely along the fold. When not in use, the rods are designed to rest horizontally in a rack high enough to allow the leaves to hang freely without touching the floor. Synonymous with *newspaper rod*.

Also refers to a hand-held adjustable wood or metal frame used to hold in sequence the individual units of type as they are composed in letterpress, each unit bearing a single character, arranged in reverse order from right to left and upside down. The frame is usually calibrated to allow line-length to be fixed. After several lines of type have been assembled, the typesetter transfers them to a holding tray called a galley to await make-up into page form.

sticker
A small preprinted adhesive label placed inside a book imported from another country, usually on the title page to indicate the name of the domestic distributor. Stickers are also used by publishers and booksellers to indicate price changes.

still
A single frame from a motion picture or videotape, often used for promotional purposes. Also refers to a single photograph taken with a conventional camera, especially one in which the subject is a performer, for use in publicity.

stipple
A pattern of small dots of varying color and/or density, used in drawing, painting, or

printing to create the impression of gradations of light and shadow in an image. ***See also***: stipple engraving. Also refers to an uneven, pebble-grained finish on certain grades of paper.

stipple engraving

A graphic technique that combines etching and engraving to produce designs in which outlines are etched by hand and shading is produced by a pattern of small dots of varying size and density, cut into the same plate with a graver. Also refers to a print made by this technique.

stitching

See: saddle-stitching and side-stitching.

STM

An abbreviation used in the publishing trade for the scientific, technical, and medical segment of the market for journals, books, and other forms of scholarly communication. Leading **STM** publishers include Elsevier Science and Springer-Verlag. ***See also***: PSP.

stock photograph

A photograph taken in the past, kept on file for use when no current picture is available, in contrast to one taken specifically for the purpose at hand. Newspapers usually maintain a file of stock photographs, especially portraits of well-known individuals, pictures of landmarks, etc., for use as the occasion arises. Directory information for stock photo agencies is available in *Literary Market Place*. Copyright law applies.

stop list

See: stopword.

stopword

A frequently used word--usually an article, conjunction, or preposition with little semantic content--ignored when a keywords search is executed because it adds little value to the search statement and is not helpful for retrieval (common examples: **a, an, as, at, by, for, from, of, on, the, to**). Some systems have a predetermined list of stopwords, which may be given in the help screen(s). In some systems, a stopword may be context-dependent, for example, the word "education" in a bibliographic database providing access to materials on education, but not in a database indexing articles published in newspapers or general interest periodicals. Also spelled *stop word*.

stop word

See: stopword.

storage

In computing, *external* memory used to store data for an indefinite period of time (usually on hard disk or floppy disk), as opposed to *main* memory or RAM used to store data only during a work session. Storage capacity is measured in bytes. ***See also***:

save.

storage area

A location within a library building or outside its walls where infrequently used materials and equipment are housed until needed. In some libraries, items in storage may be retrieved by courier at the user's request. The status of items in a *storage collection* may be indicated in the catalog record.

storyboard

A series of pictures or rough sketches with accompanying text, used in the production of an audiovisual or multimedia work to help the creators visualize the sequence of its parts. Also spelled *story board*.

storybook

A book of stories for children, often an illustrated collection of well-known fables, fairy tales, nursery rhymes, and poems, sometimes devoted to a specific topic or theme (*example*: ***The Japanese Children's Storybook on the Bombing of Hiroshima*** by Toshi and Iri Maruki). The term is also seen in the titles of collections of Bible stories written for children. Compare with picture storybook.

story hour

A period of time set aside for reading and telling stories to the youngest members of a library's clientele, a regularly scheduled event in some public libraries. The storyteller is usually a trained children's librarian, but storytelling may also be done by a particularly talented or experienced assistant or volunteer. In some public libraries, the children's room includes a special room or corner with soft furniture, designed to put young listeners at ease. Also spelled *storyhour*. Synonymous with *storytime*.

storytelling

The art of telling and reading stories to young children, for pleasure and to interest them in books and reading. The practice was first introduced in libraries by Caroline Hewins at the Hartford Public Library in Connecticut in 1882. Storytelling is sometimes done with the aid of a flannel board or puppets. In audiobooks for children, the story is sometimes told by a celebrity narrator whose voice is easily recognized. ***See also***: story hour and National Storytelling Network.

storytime

See: story hour.

strategic alliance

A collaborative partnership between a library and one or more external departments, agencies, organizations, etc., for the mutual benefit of all the participants. Examples include mentoring relationships between undergraduate libraries and athletics programs; digitization projects involving libraries, archives, museums, and historical societies; and library events involving authors, sponsored in conjunction with local booksellers.

strategic planning

The systematic process by which a company, organization, or institution (or one of its

units) formulates achievable policy objectives for future growth and development over a period of years, based on its mission and goals, and on a realistic assessment of the resources, human and material, available to implement the plan. The process may require the collection and analysis of data on current operations and user preferences in order to evaluate competing options. A well-developed *strategic plan* is the basis for effective performance evaluation.

strawboard

A coarse board used in case binding, made from unbleached straw and repulped waste fiber. Binder's board is preferred in trade editions.

streaming video

A method of sending a sequence of compressed moving images one-way over a data network, at the user's request or broadcast at a fixed time, which allows viewing to begin before the entire file has been transmitted. To counteract any delays caused by packet switching and maintain the impression of continuous motion, a buffer on the client computer is used to store a few seconds of video before it is displayed on the screen. Unlike video that is downloaded for subsequent playback, streaming video is stored as a *temporary* file and deleted when the application used to view it is closed. Videoconferencing differs from streaming video in providing two-way transmission in real time.

stripe

A narrow band of magnetic material applied as a coating along one or both edges of a length of motion picture film, on which the sound track is recorded.

stub

The narrow strip of paper remaining along the inner edge when a leaf is sliced cleanly out of a book, used to tip in another leaf when a replacement is required. Also refers to a narrow strip of cloth or paper sewn between the sections of a book to attach a folded map or illustration, or bound into the front or back to secure a pocket. In binding, the process of adding such strips to a text block is called *stubbing*.

student assistant

A part-time employee in an academic library, school library, or media center, enrolled as a student at the institution served by the library. Student assistants are usually paid an hourly wage for performing routine tasks such as stack maintenance and checking items in and out at the circulation desk.

style manual

A guide to a prescribed set of rules for typing research papers and theses, usually written for a specific academic discipline or group of related disciplines, covering the mechanics of writing (punctuation, capitalization, quotations, plagiarism, etc.), format (spacing, headings, tables and illustrations, etc.), and correct form of documentation (footnotes, endnotes, and bibliographies), usually including pertinent examples. In academic libraries, the latest editions of leading style manuals are available on reserve or in the reference section. For electronic style, see the Style Guides section of *Yahoo!* Compare with style sheet.

Examples:

Chicago Manual of Style
Complete Guide to Citing Government Documents (American Library Association)
A Manual for Writers of Term Papers, Theses, and Dissertations (Kate Turabian)
MLA Handbook for Writers of Research Papers
Publication Manual of the American Psychological Association

style sheet

A list of the rules of spelling, punctuation, usage, and citation employed by the publisher of a periodical, to which an author who submits a manuscript for publication is expected to conform. In book publishing, adherence to house style is usually checked by the copy editor in the process of marking up a manuscript for the printer. Compare with style manual.

stylus

The earliest known writing implement, consisting of a sharp, pointed stick made of wood, bone, metal, or reed, usually with a small flat spatula on the nonwriting end for making erasures, used in ancient Mesopotamia to cut or impress straight, wedge-shaped pictographic characters into the surface of clay tablets, and later by the ancient Greeks and Romans to write on wax tablets. As clay gave way to papyrus, parchment, and paper as a writing surface, the stylus was replaced by brush, quill, and pen. ***See also***: cuneiform.

Also, a small electronic pen-shaped device used on touch screens and in computer graphics applications to direct the cursor. Also refers to the needle of a record player, which transmits mechanical vibrations from the surface of a phonograph record to the cartridge where they are converted into electrical impulses amplified as audible sound.

subclass

In classification, a class of which each and every member is a member of another, usually more encompassing, class (*example*: Periodical / Publication). In close classification, subclasses are subdivided into sub-subclasses (Magazine / Periodical) and so on (News magazine / Magazine). ***See also***: cross-classification.

subcommittee

Two or more members of a larger committee, elected or appointed to address one or more specific issues or needs on behalf of the larger group and report back in a timely manner. A subcommittee that begins *ad hoc* may eventually become permanent or develop into an independent committee.

subdirectory

See: directory.

subdivision

A more specific aspect of a class or subject heading, indicated by additional notation

or by a subheading following a dash or some other mark of punctuation (*example*: ***History*** in the heading **Libraries--History**). The most common varieties are form subdivisions (**Libraries--Directories**), geographic subdivisions (**Libraries--United States**), and period subdivisions (**Libraries--United States--History--19th century**). ***See also***: divide-like note and standard subdivision.

subfield

Because most variable fields in the MARC record contain two or more related pieces of information, they are subdivided to allow each element of bibliographic description to be recorded separately. A subfield contains the smallest logical unit of descriptive data pertaining to a bibliographic item. Each subfield is preceded by a delimiter (**$** for Library of Congress or double dagger for OCLC) followed by a subfield code, usually a lowercase alphabetic character although arabic numerals are permitted. For example, subfield **$c** of the physical description (field 300) is reserved for the dimensions of an item. Since the first subfield is *implicit* at the beginning of each field, the subfield code **$a** is not displayed.

subfield code

A one-character code used in the MARC record to indicate the portion of a variable field reserved for a single data element, usually a lowercase alphabetic character (although arabic numerals are permitted), preceded by a delimiter sign, for example, **$c** to indicate date of publication in the publication, distribution, etc. area (field 260) of a Library of Congress record. Because the first subfield is *implicit* at the beginning of each field, the subfield code **$a** is not displayed.

subgenre

A subcategory of an existing class of literature or art, which has its own distinguishing characteristics, for example, detective fiction within the mystery genre.

subgroup

See: record group.

subhead

Any secondary heading in a written work, intended to subdivide the text of a chapter or other major division, usually printed in a smaller size of the typeface used for the main heading. In textbooks and long entries in reference books, subheads may be further subdivided into sub-subheads indicated by an even smaller type size. Also spelled *sub-head*. Compare with subheading.

subheading

A secondary heading added to a main subject heading or descriptor in a pre-coordinate indexing system, usually following a dash or some other mark of punctuation, to allow documents to be indexed more specifically. Subheadings may be further subdivided. For example, in the Library of Congress subject heading **United States--History--Civil War 1861-1864**, *United States* is the main heading, *History* is the subheading, and *Civil War 1861 1864* the *sub-subheading*. In a printed list of indexing terms, subheadings and sub-subheadings are indented to visually represent the hierarchic relations between terms. Compare with subhead. ***See also***:

form subdivision, geographic subdivision, period subdivision, and standard subdivision.

subject

Any one of the topics or themes of a work, stated explicitly in the text or title, or implicit in its message. In library cataloging, a book or other item is assigned one or more subject headings as access points, to assist users in locating its content by subject. In indexing and abstracting services, and in bibliographic databases, the headings assigned to represent the content of a document are called descriptors. In a more general sense, any topic of study or discussion, or theme expressed in writing, painting, etc. Abbreviated *subj*. ***See also***: aboutness and subject analysis.

Also refers to the line in the header of an e-mail message consisting of a word or phrase provided by the sender to inform the addressee of its content. The subject line appears, with the name of the sender, in the recipient's list of incoming mail.

subject analysis

Examination of a bibliographic item by a trained subject specialist to determine the most specific subject heading(s) or descriptor(s) that fully describe its content, to serve in the bibliographic record as access points in a subject search of a library catalog, index, abstracting service, or bibliographic database. When no applicable subject heading can be found in the existing headings list or thesaurus of indexing terms, a new one must be created.

subject bibliography

A list of resources (books, articles, reports, etc.) on a specific topic, usually compiled by a librarian or researcher with specialized knowledge of the subject, to acquaint other researchers with the existing literature. A retrospective subject bibliography may be selective or comprehensive within a designated publication period. A current subject bibliography quickly becomes outdated unless updated, usually in supplements. Book-length subject bibliographies may be shelved in the reference section of the library. Compare with reading list. ***See also***: webliography.

subject collection

An extensive collection of library materials related to a particular subject or group of closely related subjects, for example, the South Asia collection at the UC Berkeley Library or the collection on printing history at the Newberry Library in Chicago. Special security precautions may be taken to protect subject collections if they contain rare and/or valuable items. For a list of subject emphases, as reported by university, college, public, and special libraries and museums in the United States and Canada, please see ***Subject Collections***, a directory published by R. R. Bowker. Compare with special collections.

subject encyclopedia

An encyclopedia in one or more volumes devoted to a specific subject, field of study, or academic discipline, as opposed to a general encyclopedia containing information on a broad range of subjects. Entries in a subject encyclopedia are usually written and signed by an expert on the topic and may include a brief bibliography.

Examples:

Encyclopedia of the Holocaust
Encyclopedia of U.S. Foreign Relations
Encyclopedia of Psychology

subject heading

The most specific word or phrase that describes the subject, or one of the subjects, of a work, selected from a list of preferred terms (controlled vocabulary and assigned as an added entry in the bibliographic record to serve as an access point in the library catalog. A subject heading may be subdivided by the addition of subheadings and sub-subheadings (*example*: **Libraries--History--20th century**). The use of cross-references to indicate semantic relations between subject headings is called syndetic structure. The process of examining the content of new publications and assigning appropriate subject headings is subject analysis. In the United States, most libraries use Library of Congress subject headings (LCSH), but small libraries may use Sears subject headings. Compare with descriptor. ***See also***: aboutness and summarization.

subject index

An alphabetically arranged list of headings selected by an indexer to represent the subject content of one or more works, with locators (usually page numbers) to direct the user to the appropriate point in the text. Names are usually included in the subject index, but in some publications there is a separate name index, and possibly even a separate geographic index of place names. The subject index is sometimes combined with the author index in a single alphabetic sequence. ***See also***: title index.

Also refers to an alphabetically arranged index to the schedules of a classification system, also called a relative index.

subject specialist

A librarian qualified by virtue of specialized knowledge and experience to select materials and provide bibliographic instruction and reference services to users in a specific subject area or academic discipline (or subdiscipline). In academic libraries, subject specialists often hold a second master's degree in their field of specialization. Also refers to a librarian trained in subject analysis.

submenu

See: menu.

subordinate body

A corporate body integrally related to a larger corporate entity on which it depends for its existence and identity, for example, a subsidiary of a large commercial corporation, or a round table of the American Library Association. Compare with related body.

subpage

A Web page designed as part of a Web site, linked to the site's homepage directly, or through one or more layers of pages linked to the main page. In the Internet address

(URL) **www.myuniversity.edu/library/hours.html**, the subdirectory **/library** is added to the address of the main page (**www.myuniversity.edu**) to direct users to the subpage of the university library, and the filename **/hours.html** takes the user to the sub-subpage displaying library hours. For convenience, a well-designed subpage should include a direct link back to the main page.

subplot

In literature, a second complete story with the main action of a narrative work, sometimes involving the same or a related set of characters (*example*: the Laertes subplot in Shakespeare's ***Hamlet***). More common in comedy than in tragedy, a subplot may be used to reinforce the main plot or as a counterpoint to it. Complex literary works may have more than one subplot, intertwined for dramatic effect.

subscriber

A person entitled to receive successive issues of a periodical for a prescribed period of time in exchange for payment of a subscription fee, payable in advance. Also refers to a paying member of a book club or rental library, and to a person who receives Internet access from an Internet service provider (ISP). Libraries that pay for access to licensed bibliographic databases and individuals who sign on to receive e-mail messages from an electronic mailing list are also subscribers. ***See also***: subscriber's edition.

subscriber's edition

An edition of uncertain sales potential, issued only after a sufficient number of customers agree to purchase a copy, usually in response to an announcement by the publisher. The work may be printed on a better grade of paper and bound more attractively than the trade edition, with a list of subscribers included. Synonymous with *subscription work*. Compare with limited edition.

subscript

A character written or printed slightly below the line, usually a numeral or figure, as in a chemical formula. Also refers to anything written or printed at the bottom of a document, such as a signature. Compare with superscript

subscription

The right to receive a periodical for a designated period of time (or prescribed number of successive issues), upon payment of a subscription fee payable in advance to the publisher or subscription agent. For journals, the period is usually one calendar year (January through December); for newspapers and magazines, it is one year from the date of the first issue received. First-time subscribers may be offered a heavily discounted subscription price as an inducement to subscribe. Most subscriptions are delivered by post and renewed annually. ***See also***: differential pricing, expiration date, fulfillment year, and subscription cycle.

Also refers to the right of a library or library system to provide access to a bibliographic database, or other online resource, to its patrons under licensing agreement with a vendor, upon payment of an annual subscription price, subject to renewal.

subscription agency

A company in the business of providing centralized serial subscription services, to relieve libraries of the time-consuming task of dealing with publishers individually. Customers are required to pay a service charge, usually 5-10% of total annual subscription cost. Some subscription agencies also provide access to bibliographic and full-text databases. ***See also***: EBSCO and FAXON.

subscription agent

See: subscription agency.

subscription cycle

The period of time for which a periodical subscription is sold, for journals usually one calendar year, beginning January 1 and ending December 31. For newspapers and magazines, the period is usually one year from the date of the first issue received. Subscribers who renew for more than one year may received a price break. ***See also***: fulfillment year.

subscription library

An early type of library first conceived by London booksellers in the early 18th century, whose members paid annual dues or a subscription fee in exchange for the privilege of using library materials and services. Ownership was by the members acting as a single corporate entity, not individually in shares. For a brief history of subscription libraries, please see the entry by Peter Hoare in the ***International Encyclopedia of Information and Library Science*** (New York: Routledge, 1997). Compare with proprietary library.

subscription price

The amount charged by the publisher of a periodical, or by a subscription agent, for the right to receive successive issues for a prescribed period of time, usually one year. A financial incentive may be offered to subscribe for two or more years. Some journal publishers charge libraries a substantially higher price than the rate paid by individual subscribers (see differential pricing). In recent years, relentless price increases for journal subscriptions have forced cancellations on most academic libraries. Also refers to the annual amount charged by a vendor for access to an electronic database, usually based on size of library, FTE, and/or number of simultaneous users. Synonymous with *subscription rate*.

subscription rate

See: subscription price.

subscription terms

Terms under which a publisher offers a discount of up to 35% on the published price of general interest titles ordered prior to first publication, to compensate for the risk taken by the bookseller in purchasing stock before sales potential has been adequately tested in the market place.

subscription work

See: subscriber's edition.

subseries

A series published in conjunction with another series (usually more encompassing), under a series title which may or may not be independent of the title of the more comprehensive series.

subset

In logic, a set in which each and every entity is also an entity of another, usually more encompassing, set (*example*: Magazine / Periodical).

subsidiaries

See: back matter.

subsidiary rights

Under copyright law, the rights to publish a work in a form other than the original, for example, in installments in a periodical; as a work included in a collection or anthology; as an adaptation for performance as a play, motion picture, or television program; or as an abridgment, digest, translation, excerpt, or quotation. Subsidiary rights also include control over commercial exploitation and reproduction not covered under fair use. Subject to formal agreement between author and publisher, they can be sold or transferred by the person or corporate entity owning them. Compare with volume rights.

Substance Abuse Librarians & Information Specialists (SALIS)

Created in 1978 with assistance from the U.S. National Institute on Drug Abuse (NIDA) and the National Institute on Alcohol Abuse and Alcoholism (NIAAA), **SALIS** is an international association of individuals and organizations interested in the exchange and dissemination of objective, accurate information about the abuse of alcohol, tobacco, and other drugs. In 1986, **SALIS** merged with its Canadian counterpart, Librarians and Information Specialists in Addictions (LISA), and in 1989 the organization became an affiliate of the International Council on Alcohol and Addictions (ICAA). Click here to connect to the **SALIS** homepage.

subtext

In a work of literature, an implicit meaning or significance, usually on another level of understanding than the explicit meaning of the text. In contemporary dramatic performance, an actor's interpretation of the inner motives and emotional state of a character, evident from the implied meaning of the lines spoken.

subtitle

A secondary portion of the title proper of a work, consisting of an explanatory or limiting phrase following a colon or semicolon, often beginning with "a" or "an." In the title ***New York: A Documentary Film***, the phrase *A Documentary Film* is the subtitle. On the title page of a book, the subtitle is usually set in smaller type than the first part of the title. The subtitle is often omitted from the spine title. Compare with alternative title. ***See also***: partial title.

Also refers to a line of text along the bottom of a motion picture or television screen giving the dialogue or narration in a language other than that of the sound track.

SuDocs

An acronym for the ***Su****perintendent of* ***Doc****uments* classification. Publications of the U.S. federal government are assigned call numbers based on a unique classification system developed between 1893 and 1903 by GPO librarian Adeliade Hasse, currently maintained by the Superintendent of Documents at the U.S. Government Printing Office. **SuDocs** call numbers begin with letters of the roman alphabet.

> *Example:* **J 29.9/6:998** assigned to the 1998 edition of *Sourcebook of Criminal Justice Statistics*

Libraries that use **SuDocs** numbers shelve government documents in a separate location. Those that use Library of Congress Classification or Dewey Decimal Classification for govdocs usually shelve them in reference or with the general collection.

suggestion box

Some libraries in the United States provide a means for patrons to suggest improvements in services, request the purchase of a specific item, or comment on library policies and practices in writing on a slip of paper deposited it in a small box provided for the purpose near the circulation desk, reference desk, or main entrance. Some online catalogs and library Web pages allow users to post suggestions and comments electronically. The responses of library staff and administration may be posted on a public bulletin board or kiosk, or in a special section of the library homepage.

summarization

In library cataloging, a brief statement of the overall subject of a work, that serves as the the basis for assigning one or more subject headings as access points in the bibliographic record, to facilitate retrieval by subject. ***See also***: aboutness.

summary

A brief statement expressing the general substance or overall idea of a work (or a portion of it), recapitulating its main points, findings, and conclusions, usually given at the end. Compare with abstract. ***See also***: synopsis.

Also refers to a brief statement added as a note in the bibliographic record to describe the content of a nonbook item produced in a format difficult to browse.

In Dewey Decimal Classification, a list of the main subdivisions of a class, printed in the schedules immediately following the entry for the class. Summaries for the entire Classification (main classes, divisions, and sections) are given at the beginning of the schedules.

summer reading program

A program offered during the summer months by the staff of the children's room of most public libraries in the United States, to keep children reading during the long vacation. Usually organized around a theme, summer reading programs sometimes include special events such as contests and read-a-thons to encourage young readers to practice their reading skills. ***See also***: *Reading Rainbow*.

Sunday supplement

A magazine of tabloid size published regularly as part of a Sunday newspaper, usually in color (*example*: ***Parade***).

sunk bands

On a hand-bound book, cords or bands recessed by the binder in grooves cut across the back of the sections to eliminate the ridges produced by raised bands.

sunned

A book or other publication that has a cover, dust jacket, or pages faded or discolored from prolonged exposure to direct sunlight or some other strong light source, a condition that affects its value in the antiquarian and used book market.

super

See: crash.

supercomputer

A very large, fast computer capable of executing millions of instructions per second, used mainly by government agencies, such as the U.S. Department of Defense, and major research centers at large universities that process large quantities of data. Compare with mainframe, minicomputer, and microcomputer.

superfiche

A type of transparent microform in the shape of a card, with a reduction ratio greater than standard microfiche (up to 400 images per 4 x 6-inch sheet, instead of the usual 48-60 images) but less than ultrafiche.

superimposition

The principle in library cataloging that when new rules are introduced, only entries made *after* the rules take effect will conform to the changes, making it unnecessary to recatalog materials processed under the old rules. Following Library of Congress practice, the principle was adopted by libraries throughout the United States in 1967 when the *Anglo-American Cataloging Rules* were adopted as the national catalog code.

Superintendent of Documents

The official at the U.S. Government Printing Office responsible for the distribution of federal government information to the American public, in both print and digital format. ***See also***: Federal Depository Library Program and *GPO Access*.

superior numeral

See: superscript.

supers

In motion picture and television production, any lettering or graphics superimposed on existing footage (credits, subtitles, etc.).

superscript

A character written or printed slightly above the line, for example, a superior numeral

used to indicate a footnote or endnote. Compare with subscript. ***See also***: reference mark.

superscription

Something written, printed, or engraved at the top or on the outside surface of an object, especially a name and/or address on the outside of an envelope or parcel.

superseded

Something old or outdated, replaced by something more modern or current. In library collections, superseded items may be retained if they have historical value, for example, older editions of almanacs and statistical publications.

supervision

Responsibility for overseeing the performance of one or more persons or machines to ensure that work assignments are properly and efficiently completed. A person with the authority to *supervise* is called a *supervisor*.

supplement

Additional matter, more extensive than an addendum, issued under separate cover and title page, for the stated purpose of complementing a previously published work, usually to clarify, continue, expand, or update it, or to add a special feature not previously included (maps, statistics, directory information, etc.), usually written by the original author and published under the same title. When available as part of the original purchase price, supplements are usually sent automatically. In a subsequent edition, supplementary material may be included immediately following the original text or as an appendix. Most printed periodical indexes are updated in monthly or quarterly paperbound supplements, cumulated annually. Abbreviated *supp*. Compare with continuation.

In newspapers, an extra sheet, section, or entire issue in addition to the regular issue, usually containing special items of interest to subscribers. ***See also***: color supplement and Sunday supplement.

supplied title

The title provided by the cataloger in the bibliographic description of an item lacking a title proper on the chief source of information (title page or a substitute). A supplied title may be 1) a word or phrase found elsewhere in or on the item, 2) taken from a reference to the work found in another source, or 3) composed by the cataloger based on an assessment of the scope and content of the work.

supplier

A library or other participant in the OCLC Interlibrary Loan network that responds to OCLC requests from other libraries to borrow returnable materials. In the OCLC *WorldCat* database, the three-letter OCLC symbols of suppliers appear in uppercase in the holdings display attached to the bibliographic record representing the item. If the symbol is preceded by a **$**, the institution may charge for the loan of certain types of materials. Compare with nonsupplier.

Also refers to a commercial enterprise in the business of selling equipment,

furnishings, and/or supplies to libraries and related institutions. Some supply companies provide other services in support of technical processing. Compare with vendor. Click here to view the *Libweb* list of links to library-related companies in the United States.

support staff

Library staff members not trained as librarians, who have acquired a technical understanding of library practices and procedures, and contribute on a daily basis to the smooth operation of a library, but are not qualified to make policy decisions or participate in other activities of a professional nature. ***See also***: paraprofessional and Support Staff Interests Round Table.

Support Staff Interests Round Table (SSIRT)

A permanent round table of the American Library Association, **SSIRT** provides a forum for addressing issues of concern to library support staff such as training and continuing education, career development, job responsibilities, and compensation. Click here to connect to the **SSIRT** homepage. ***See also***: paraprofessional.

supposed author

See: attributed author.

suppositious author

A person whose name is substituted for that of the real author, with intent to deceive others concerning responsibility for the work. Compare with attributed author.

suppressed

A work or part of a work withheld or withdrawn from publication or circulation by the author or publisher, by an ecclesiastic or government authority, or by court action, usually because it contains material considered objectionable by those with the authority to prevent public distribution. ***See also***: banned book and censorship.

Also refers to a leaf cancelled from a book or other publication due to an error or for some other technical reason.

surf

To navigate the World Wide Web in an exploratory manner, moving from one document to another, using search engines, Web indexes, hypertext links, navigation bars, icons, etc., with no definite purpose in mind. A person who navigates in such a way is called a *surfer*. Compare with browse.

surname

A shared name that identifies members of the same family (*example*: **Patterson**), as distinct from a given name (*example*: **Samantha**) which may be the same as that of a close or distant relative, but is also likely to be shared with persons outside the family. In library cataloging, personal name entries begin with the surname, and form of name is subject to authority control. Synonymous with *last name*. ***See also***: compound surname and patronymic.

surrogate

A substitute used in place of an original item, for example, a facsimile or photocopy of a document too rare or fragile to be handled by library users, or an abstract or summary that provides desired information without requiring the reader to examine the entire document. In preservation, a surrogate is usually made in more durable medium. In a library catalog, the description provided in the bibliographic record serves as a surrogate for the actual physical item.

survey

A scientifically conducted study, or account of a study, in which data is systematically collected from a selected group of sources or informants, usually concerning general conditions, practices, habits, preferences, etc. (*example*: ***The Survey of Academic Libraries*** published in 2002 by the Primary Research Group). The statistical results of survey research are usually presented in graphic, tabular, or summary form. Also refers to a brief overview of the main aspects of a subject or field of study (***The Death Penalty: A Historical and Theological Survey*** by James Megivern). Compare with questionnaire. ***See also***: user survey.

suspense

In literature and film, a narrative that keeps its reader, viewer, or listener in a state of heightened mental and emotional uncertainty about the outcome (*example*: the French film ***Diabolique***), or about how one or more characters will respond to the discovery of a fact known only to the reader or audience. Synonymous in this sense with *thriller*. ***See also***: espionage and mystery.

SVGA

Super **V**ideo **G**raphics **A**rray, an enhancement of the standard 640 x 480 VGA graphics display system, capable of producing screen resolutions of 800 x 600 pixels with up to 16 million colors. A further enhancement called XVGA increases resolution to 1024 x 768 pixels.

swash letter

An ornamental capital letter written or printed in italic with at least one long tail or flourish added for dramatic effect, used mainly in display work.

swell

In bookbinding, unwanted bulk at the binding edge of the text block caused by the accumulation of thread used in sewing or by excessive guarding. Although some swell is desirable to facilitate rounding and backing, in books composed of numerous thin sections, additional thickness may impede subsequent binding procedures. If the paper used to print the text block is soft, the spine can normally be compacted by smashing or nipping, an operation that embeds the sewing threads in the paper, but with hard papers, pressure on the threads may cut the paper. Swell can be reduced in hand-binding by sewing the sections two-on.

syllabication

The division of a word into units of pronunciation (syllables), indicated in standard dictionaries by a centered period or a hyphen to help writers, editors, and secretaries divide words at the end of a line. Most word processing software has a feature that

accomplishes this automatically.

syllabus

An outline of the topics to be covered in a formal course of study, given in the order in which they are to be discussed in class, with any assignments and related readings also indicated. Some college and university faculty make their *syllabi* available online, usually on the World Wide Web, or place printed copies on reserve at the library.

symbol

A character, image, mark, shape, or thing used to represent or denote something else by association, convention, or unintended resemblance, especially an intangible quality or abstraction (*example*: the heart or rose for "love" or the skull-and-crossbones for "death"). When words are used to create such an image, the result is *symbolic language*.

symposium

A group of experts gathered together to discuss a topic (or topics) of mutual interest, often of a theoretical or philosophical nature, as in Plato's *Symposium*. In ancient Greece, music and drinking were traditional accompaniments at such gatherings, which were restricted to males of the household. Plural: *symposia*.

syndetic index

See: syndetic structure.

syndetic structure

The web of interconnected and reciprocal *see* and *see also* cross-references indicating the semantic relations between headings used in a catalog, index, or reference work, or between descriptors used in an abstracting service or bibliographic database. This dictionary has syndetic structure. The opposite of asyndetic.

syndicate

A company in the business of distributing columns, cartoons, and feature articles to newspapers, magazines, trade journals, news services, and broadcast media. A columnist whose work is marketed in this way is known as a *syndicated columnist*. Directory information for syndicates is available in the reference serials *Literary Market Place* and *Writer's Market*, available in most large libraries.

synonym

A word or phrase that has the same (or very nearly the same) meaning as another term in the same language (*example*: "book jacket" and "dust jacket"). Synonyms in a language are collected in a thesaurus, available in the reference section of most libraries. In the indexing languages used in library catalogs, periodical indexes, abstracting services, and bibliographic databases, synonyms are controlled by establishing an authorized list of preferred indexing terms (subject headings or descriptors). In information retrieval, the Boolean **OR** command is used to expand the results of a keywords search by including synonyms and closely related terms. Abbreviated *syn*. The opposite of antonym. Compare with quasi-synonym. ***See also***:

homonym.

synopsis

A concise written description of the plot of a long narrative work (novel, play, opera, epic poem, etc.), giving a quick, orderly overview of the whole, usually prepared by a person other than the author. As a general rule, academic libraries do not purchase reference works that specialize in providing *synopses* (*example*: ***Masterplots***) because they are too easily used by students to avoid reading assignments. Synonymous with *plot summary*. Compare with abstract and summary.

synoptic journal

A journal that publishes brief reports of research findings and abstracts of articles for which the entire text is available on request, usually from a data bank or in a microform edition of the publication.

syntax

The *order* in which search terms and Boolean operators in a keywords search statement are typed, determining the sequence in which a computer-based information retrieval system executes the search. In most bibliographic databases, commands are executed from left to right unless parentheses are used to indicate otherwise (a technique called nesting). ***See also***: proximity and truncation.

> *Example*: **children and television and (violence or aggression)**
> In this search statement, the Boolean "or" command will be performed before the "and."

In indexing, the rules that determine how headings are constructed and how semantic relations among terms are indicated in an indexing language, for example, the conditions under which a parenthetical qualifier is added to a heading, or an inverted heading is used instead of conventional word order.

Also refers to the grammar and sentence structure of a language, and to the branch of linguistics devoted to its study.

synthetic classification

A classification system in which the classes are formed by combining characteristics or facets of subjects according to a pre-established set of rules (*example*: Colon Classification developed by S. R. Ranganathan). Compare with enumerative classification and hierarchical classification.

systems

All the computer hardware, software, and electronic resources on which a library or library system depends in its daily operations, including the online catalog and circulation system, bibliographic databases, networked and stand-alone PCs, Web server(s), application programs, etc. It is the responsibility of the systems librarian to keep the various components running smoothly, including any connections to outside networks.

systems librarian

A librarian whose primary responsibility is the development and maintenance of the hardware and software systems used in a library or library system, especially the online catalog and access to any bibliographic databases and other electronic resources. In some libraries, the systems librarian may also serve as Webmaster and be responsible for training staff members in the use of library systems. Systems librarians are organized in the Library and Information Technology Association (LITA), a division of the American Library Association.

system-supplied (SS)

Under OCLC input standards, cataloging data generated by the cataloging system itself, which cannot be altered by the cataloger, for example, the OCLC control number and the date a record is entered into the system, elements of the leader in the MARC record.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

T

T1

A term introduced by AT&T to refer to a dedicated digital circuit provided by the telephone companies, capable of transmitting data point-to-point at the rate of 1.544 Mbps (megabits per second), containing 24 individual channels, each capable of transmitting voice or data at the rate of 64 Kbps (kilobits per second). Individuals may purchase one of these channels in an arrangement known as *fractional T1* access. Businesses and academic institutions lease T1 lines to connect to the Internet and may also use them for local area networks. The monthly charge is usually determined by distance. T1 lines are also used by Internet service providers to provide Internet access to individuals and small businesses. The Internet backbone is constructed of higher speed T3 lines. Synonymous with *DS1*. ***See also***: bandwidth.

T3

A term introduced by AT&T to refer to a dedicated digital circuit provided by the telephone companies, capable of transmitting data point-to-point at the rate of 44.736 Mbps (megabits per second), used mainly by Internet service providers to connect to the Internet backbone and for the backbone itself. A T3 line contains 672 individual channels, each capable of transmitting 64 Kbps (kilobits per second). Synonymous with *DS3*. Compare with T1. ***See also***: bandwidth.

tab

In bookbinding a small piece of paper, card, or fabric attached to the fore-edge of a book, stamped or printed with letters, words, numbers, or other characters indicating the alphabetic, subject, numeric, or other arrangement of the text, to facilitate reference. Also refers to a projecting part of a card, folder, divider, etc., large enough to bear a label concerning contents, used in filing and retrieval.

tab index

A set of small projections called tabs extending from the fore-edge of a book like a series of steps, bearing a sequence of letters, numbers, or other characters, sometimes printed against a dark background, to show the alphabetic, subject, numeric, or other arrangement of the text for rapid reference. Compare with step index and thumb index.

table

A compact, systematic list of data, as in a table of contents listing the chapters or major divisions of a book. Also refers to the compact arrangement of facts, figures, or other data in vertical rows and columns to facilitate comparison, usually with a title across the top or an explanatory caption or note written or printed underneath. In books containing information in tabular format, a list of tables is usually provided in the front matter with page numbers as locators. Some statistical reference works consist entirely of tables (*example*: ***Statistical Abstract of the United States***).

In Dewey Decimal Classification, one of seven auxiliary schedules containing numbers representing geographic concepts, literary forms, languages, ethnic and other groups, and standard subdivisions which may be added in number building to other notation in the schedules to form a class number appropriate to the content of a work. Also, one of the small sets of tabulated numbers included in add notes under specific class numbers throughout the main schedules of DDC.

table book

A luxurious edition, usually covered in silk or velvet, intended for display in the private drawing rooms of wealthy people of the 19th century. Its modern counterpart is the coffee table book.

table of contents (TOC)

A list of the contents of a printed publication in the order of their appearance, usually with page numbers as locators. In a book, the TOC lists the front matter, chapters or other major divisions of the work, and the back matter. In an anthology or collection, the TOC lists the titles of the works included by the editor(s) (stories, poems, plays, essays, etc.), in order of appearance. In books, the TOC is printed in the front matter on the first recto following the dedication or title page. In periodicals, the TOC appears near the front of each issue or on the back cover, listing the editorial content (articles, columns, reviews, etc.), but not any advertising. ***See also***: current contents.

tabloid

A newspaper printed in a format half the size of an ordinary broadsheet newspaper, containing short news stories of a highly sensational and improbable nature, abundantly illustrated (usually with photographs), sold mainly at newsstands and in supermarkets. ***See also***: yellow press.

Also refers to an advertising preprint of 4 or more pages, normally one-half the size of the newspaper into which it is inserted.

tactile materials

Reading materials in which the text is provided as a series of raised symbols, as in braille, or in surfaces of different texture, for the use of visually impaired persons. ***See also***: National Library Service for the Blind and Physically Handicapped.

tag

A three-character numeric code in the range of 0XX-9XX with XX=01-99, used in the MARC record to identify the kind of data contained in a field. The numbering system allows fields to be grouped by function in hundreds. In fields requiring authority control, the second and third character positions in the tag indicate parallel content. According to Betty Furrie, approximately ten percent of all MARC tags are used in most bibliographic records; the other ninety percent are used infrequently (*Understanding MARC Bibliographic Machine-Readable Cataloging*). For books, the most frequently used tags are:

010 tag - Library of Congress Control Number (LCCN)
020 tag - International Standard Book Number (ISBN) and terms of availability
040 tag - cataloging source
050 tag - Library of Congress call number
100 tag - personal name main entry (primary author)
130 tag - uniform title main entry
240 tag - uniform title
245 tag - title and statement of responsibility (title proper, name of part/section of work, remainder of title, etc.)
246 tag - varying form of title (cover title, parallel title, spine title, portion of title)
250 tag - edition (edition statement, other information about edition)
260 tag - publication, distribution, etc. (imprint)
300 tag - physical description (collation)
440 tag - series statement added entry (title)
500 tag - general note
504 tag - bibliography note
505 tag - formatted contents note
520 tag - annotation or summary note
600 tag - personal name subject added entry
610 tag - corporate name subject added entry
650 tag - topical subject heading
651 tag - geographic name subject added entry
700 tag - personal name added entry (joint author, editor, illustrator)
710 tag - corporate name added entry (other than subject or series)
800 tag - series personal name added entry
830 tag - series uniform title added entry

Also refers to a character string attached to a portion of text in an HTML document, usually at the beginning and end, to identify elements of the file, specify formatting, or establish a link. To see the tags in this hypertext dictionary, click on "View" or its equivalent in your Web browser and then select the option "Page Source" or "View Source."

tag group

The three-digit content designators (called tags), used to identify fields in the MARC record, are grouped by function in hundreds as follows, with XX in the range of 00-99:

0XX tags - Bibliographic control numbers and coded information
1XX tags - Main entries
2XX tags - Titles, edition, imprint
3XX tags - Physical description, etc.
4XX tags - Series statements
5XX tags - Notes
6XX tags - Subject added entries
7XX tags - Added entries other than subject or series; linking fields
8XX tags - Series added entries and holdings
9XX tags - Fields for local use

See also: parallel content.

tail

The bottom edge of a book, on which it rests when shelved in an upright position. Also refers to the margin at the foot of a page, as opposed to the margin at the head.

tailband

See: headband.

tailcap

See: headcap.

tailpiece

A decoration printed in the blank space at the end of a chapter or other division of a book, usually a printer's ornament or a small illustration done by a professional illustrator. Also spelled *tail-piece*. Synonymous with *tail ornament*. Compare with headpiece. ***See also***: frontispiece.

take down

The process of preparing a book for rebinding by removing its cover, boards, endpapers, sewing threads, and lining, including any cleaning or repair. When a volume has been reduced to its original sections, it is said to have been *taken down*. Synonymous with *pulling*.

take-over

The acquisition of exclusive rights in a book or other work by a new publisher, following initial publication by another company.

tale

A narrative account of a real, imaginary, or legendary incident, usually told in the first person in a rambling style, with more attention to plot and setting than to character development. Most tales are works of short fiction (*example*: "The Legend of Sleepy

Hollow" by Washington Irving), but the term has also been applied to novels (***Tale of Two Cities*** by Charles Dickens). In a *tall tale*, the plot is deliberately far-fetched, usually for comic effect ("Cannibalism in the Cars" by Mark Twain). ***See also***: short story.

talking book
See: book-on-tape.

tape recording
See: audiotape.

tapes
Narrow strips of tightly woven cotton material to which the sections of a book are sewn in quality binding. Two half-inch wide strips spaced at intervals across the binding edge are the norm, but in larger volumes, as many as five may be used. Tapes are no longer used in most trade bindings. Compare with bands.

target audience
The group or category of person for which a literary or artistic work is written or produced, or for which a library collection is developed (students, professionals, recreational readers, a particular age or interest group, etc.).

taskbar
A row of tabs in a graphical user interface, usually located across the bottom of the screen, with text labels indicating the applications and files currently open. In multitasking, a tab can be clicked by the user to bring the corresponding window to the foreground or to restore it to its original size after it has been minimized. In the Windows operating system, the **Start** button is also located in the taskbar, which may contain other information such as date and time.

task force
A group of individuals drawn from various units within an organization, charged with accomplishing a specific objective or set of objectives. Once the task is completed, the group is disbanded and its members return to their former units. Compare with ad hoc committee.

tattle-tape
See: magnetic strip.

taxonomy
The science of classification, including the general principles by which objects and phenomena are divided into classes which are subdivided into subclasses, then into sub-subclasses, and so on.

TCP/IP
An initialism for **T**ransmission **C**ontrol **P**rotocol/**I**nternet **P**rotocol, a set of communications protocols developed by the U.S. Department of Defense and implemented in 1982 to allow the users of host computers of different types and sizes to communicate with each other and exchange data via the Internet and other

networks (intranets and extranets). Supported on most platforms, **TCP/IP** has become *the* protocol of the Internet. **TCP** ensures that the total amount of data (bytes) sent is received correctly, and **IP** provides the mechanism for routing the packets of data comprising a message to the destination address as efficiently as possible.

teacher's manual
A booklet or softcover book issued in conjunction with a textbook, to assist instructors in using the text to teach their classes. In library cataloging, the presence of a teacher's manual is recorded as accompanying material in the physical description area of the bibliographic record representing the textbook.

tear sheet
A page of editorial content or advertising torn from a periodical or other printed publication for use as a press clipping or file copy.

tear test
See: grain.

teaser
Advertising copy supplied by the marketing department of a publishing company, usually printed on the dust jacket of a new book to entice the reader to open the cover and sample the text.

techie
See: technician.

technical journal
A journal devoted to a particular branch of engineering or technology, providing information for technicians in the field (*example*: ***Computing in Science and Engineering***). Articles published in technical journals are indexed in ***Applied Science and Technology Index***, ***Compendex***, ***INSPEC***, etc.

technical library
A library that supports one or more of the applied sciences, such as engineering or computer science. A technical library can be a branch library in a large university, a major collection within a large academic or public library, or a special library maintained by a private corporation or government agency. ***See also***: National Technical Information Service.

technical processing
All the activities and processes concerned with acquiring, organizing, preparing, and maintaining library collections, including cataloging and physical processing, usually accomplished "behind-the-scenes" by the technical services department of a library. When the department is understaffed, arrears may accumulate. ***See also***: centralized processing.

technical report
A scientific paper or article describing research or other significant developments in a field of the applied sciences. When submitted to a military agency, such a report may

be "classified" or subject to other access restrictions. ***See also***: National Technical Information Service.

technical services (TS)

Library operations concerned with the acquisition, organization (bibliographic control), physical processing, and maintenance of library collections, as opposed to the delivery of public services. Technical processing is performed "behind-the-scenes," usually in a *technical services department*. Click here to connect to the *Technical Services Unlimited* Web Site. ***See also***: ALCTS.

technician

A person who has special expertise in the maintenance of high-tech machines, particularly computer and scientific equipment. Libraries with automated systems require the services of a "techie" to keep hardware and software running smoothly. Compare with systems librarian

TEI

See: **T**ext **E**ncoding **I**nitiative.

telecommunication

The process of sending and receiving signals or messages at a distance via telegraph, telephone, radio, television, cable, microwave, or any other electromagnetic method on which modern information technology depends. Also, any transmission, emission, or reception of signals by such means. Compare with telecommunications.

telecommunications

The individual messages transmitted and/or received via telegraph, telephone, radio, television, cable, microwave, or other electromagnetic means. Sometimes used synonymously with telecommunication.

telecommute

To work from home using a computer and telecommunication links, instead of traveling to an office to conduct business. Some library functions, such as the design and maintenance of Web sites can be accomplished at a distance, but most library personnel work on-site.

teleconference

A live, two-way conference of two or more people using audio and video transmission technology that enables the participants to see and hear each other in real time without having to meet in the same physical location.

telephone directory

A large format paperback publication distributed annually by a telephone company at no charge to its customers, containing an alphabetic list of the names, telephone numbers, and street addresses of people served in a given city, town, or geographic area in a section called the white pages, and an alphabetic list of businesses with phone numbers and addresses in the yellow pages at the back. For very large cities, the white pages and yellow pages may be published in separate volumes.

Library collections of print phone books have been largely replaced by directories available online at no charge via the Internet (*example*: Switchboard.com). Most libraries continue to provide print phone books only for the major towns and cities in their state.

teleplay
A drama written to be recorded in a studio and broadcast on television, rather than for live performance on stage or to be filmed as a motion picture. Synonymous with *television drama*.

teletext
A type of one-way broadcasting service that allows digital information provided by a television station, such as closed captions or continuously updated news, to be displayed on a television receiver specifically adapted to allow text and graphics to be superimposed over regular programming, usually in frames. Compare with videotex.

Telnet
Terminal emulation software governed by the TCP/IP protocol, which allows the user to log on to a remote computer or terminal and use its systems as if on-site. Designed to transmit ASCII text, Telnet was once widely used in libraries to provide remote access to online catalogs, but has been largely superseded by graphical Web-based access to electronic resources.

temporarily out of print (TOP)
A term used on a publisher's invoice to indicate that the title ordered cannot be supplied because the last printing is sold out, and to inform prospective purchasers that additional copies are expected from the printer in the near future. Compare with out of print at present. ***See also***: out of print.

temporarily out of stock (TOS)
A term used on a publisher's invoice to indicate that the title ordered cannot be supplied because current inventory is exhausted, but additional copies are expected, usually from the binder or manufacturer. Compare with out of stock. ***See also***: in stock.

temporary records
Documents intended by their creator to remain useful for a short time only, which have no archival value and can be discarded or destroyed when no longer needed without loss to the individual or organization (*example*: draft versions not required to document a process).

temporary storage
A space within an archive or library facility, or located off-site, where materials, equipment, or supplies are kept for a short time until they can be processed, installed, distributed, transferred to a permanent location, or disposed of in some other way (*example*: a large gift collection awaiting examination by selectors).

tenure
The guarantee of permanent employment, granted by an academic institution to a

faculty member for satisfactory performance upon completion of a specified number of years of service. A position for which tenure is granted is classifed as *tenure-track*. Academic librarians who have faculty status are eligible for tenure; those with academic status usually are not. In a more general sense, the length of time a person has been employed, or may be expected to be employed, by a company, agency, organization, or institution. Compare with promotion.

term
A word, phrase, or symbol, especially one used to represent, in a dictionary, catalog, index, or database, a subject or other feature of a work. ***See also***: search term.

term frequency (TF)
The number of times a search term occurs in a record or document included in a database, one of the variables used in assigning a weight to the record or document in relation to others retrieved in the same search.

terminal
An electronic device consisting of a computer keyboard and screen or optical scanner, which can be used to enter data (input) and display output from a central computer (usually a minicomputer or mainframe), but is not capable of independent processing. Synonymous with *dumb terminal* and *visual display terminal (VDT)*. Compare with personal computer and thin client. ***See also***: dedicated, emulation, and VT100.

terminal emulation
See: emulation.

terminology
Words, phrases, and symbols representing the concepts and subjects used in a specific field of research, study, or activity, for which the meaning (established by convention or explicit agreement among its practitioners) is clearly defined, sometimes in a published glossary or lexicon. Synonymous with *nomenclature*.

terms of availability
The conditions under which a bibliographic item is available for sale in the market place, usually the list price, entered in field 020 or 022 of the MARC record.

ternion
In bookbinding, a gathering consisting of three sheets of paper, parchment, or vellum folded once to create six leaves, used in some manuscript books and early printed books. ***See also***: quaternion, quinternion, and sextern.

tertiary source
A written work, such as a chapter in a textbook or entry in a reference book, based entirely on secondary sources, rather than on original research involving primary documents. Whether a source is secondary or tertiary can be determined by examining the bibliography (if one is provided). Another clue is that secondary sources are almost always written by experts, but tertiary sources may be written by staff writers who have an interest in the topic, but are not scholars on the subject.

test collection

A library collection consisting of assessment instruments used by researchers and practitioners in education, psychology, counseling, and allied fields. Information on test collections is available in the ***Directory of Test Collections in Academic, Professional, and Research Libraries*** (2002) published by the Association of College & Research Libraries. Tests are reviewed in the ***Mental Measurements Yearbook*** published by the Buros Institute of Mental Measurements.

tete-beche

A form of binding in which the text of one work begins at the "front" of the book and the text of a second work at the "back," inverted (upside-down) with respect to the other so that their last pages meet somewhere in the middle of the sections. Also, a volume bound in the same manner, which contains different versions of the same text. Compare with dos-a-dos.

tetrology

See: trilogy.

text

In a written, printed, or digital work, the words or (in the absence of words) signs or symbols used to express the author's thoughts, feelings, and ideas. Compare with wordless. ***See also***: subtext and textual criticism.

Also refers to the body of a book, excluding the front matter, back matter, and any notes, illustrations, captions, headings, or other display matter. Also used as a shortened form of the term textbook. ***See also***: text block.

In library cataloging, the general material designation for printed material which can be read by the human eye without the aid of magnification. Also, the words of a song, cycle of songs, or collection of songs (*AACR2*).

In e-mail, the body of a message, as distinct from its header and footer.

text block

The gathered signatures of a book, sewn or adhered in a single unit and trimmed before attachment to the case or cover, not including any paper added by the binder, such as endpapers or doublures. Compare in this sense with book block.

Also used in a narrower sense to refer to the leaves of a book that bear the actual text of the work, as opposed to the front matter, back matter, and any plates printed separately (usually on a different paper stock) to be added in binding.

textbook

An edition of a book specifically intended for the use of students enrolled in a course of study or in preparing for an examination on a subject or in an academic discipline, as distinct from the trade edition of the same title, sometimes published in conjunction with a workbook, lab manual, and/or teacher's manual. Also refers to the standard work used for a specific course of study, whether published in special edition or not.

Textbooks are usually ordered by college bookstores in quantity, based on projected course enrollment. The standard publisher's discount on textbook orders is 20%. Used copies in good condition may be sold back to the bookstore for resale at a lower price than new copies. ***See also***: textbook edition and *El-Hi Textbooks & Serials in Print*.

textbook edition

A trade book issued in a separate edition specifically for the use of students enrolled in a course of study. The format may be altered to make it more useful, for example, by the addition of study questions and bibliographies at the end of each section or chapter. Textbook editions are sold at short discount, usually 20% when ordered in quantity. Synonymous with *text edition*.

Text Encoding Initiative (TEI)

Introduced in 1987, **TEI** is an international interdisciplinary standard intended to assist libraries, museums, publishers, and scholars in representing literary and linguistic texts in digital form, to facilitate research and teaching. The encoding scheme is designed to maximize expressivity and minimize obsolescence. **TEI** began as a research project organized cooperatively by the Association for Computers and the Humanities, the Association for Computational Linguistics, and the Association for Literary and Linguistic Computing, funded by research grants from the National Endowment for the Humanities, the European Union, the Canadian Social Science Research Council, the Mellon Foundation, and others. Click here to connect to the **TEI** Web site.

textile binding

A style of bookbinding popular in Europe from the 12th-15th century in which the boards were covered in velvet and/or silk brocade, usually adorned with gold or silver clasps. In the 16th and 17th centuries, embroidered velvet and silk bindings were popular. Because luxury fabrics are fragile and deteriorate with age, few examples survive in good condition.

text type

Type used to print reading material, for example, the body of a book or other publication, as opposed to the display type used to print headings, running titles, etc., or the extract type used to print notes and long quotations. Synonymous with *body type*. ***See also***: type size.

textual criticism

Close study and comparison of the various texts of a literary work to determine the version that reflects most faithfully the writer's intentions, particularly important in the case of older works for which the original manuscript is missing or incomplete, or for which multiple versions exist. ***See also***: recension and textus receptus.

textura

In printing, the most formal of the gothic or black letter type fonts, used in early editions of the *Bible* and liturgical works.

textus receptus

Latin for "received text." The version of a work which, in the absence of indisputable proof to the contrary, is considered by scholars to represent the author's intentions to a greater degree than other versions known to exist. ***See also***: recension and textual criticism.

TF

See: **t**erm **f**requency.

TGN

See: *Getty Thesaurus of Geographic Names*.

Theatre Library Association (TLA)

Established in 1937, **TLA** has an international membership consisting of curators, librarians, archivists, writers, historians, stage designers, actors, booksellers, collectors, and other individuals with an interest research in the performing arts, and in the collection, preservation, and use of performing arts materials. Based in New York City, **TLA** is an affiliate of the American Library Association. Its publications include the annual journal *Performing Arts Resources* and the quarterly newsletter *Broadside*. Click here to connect to the **TLA** homepage.

theft

The unauthorized removal of materials from library premises, a persistent problem controlled by restricting access to the technical services department and installing a security gate at the public exit with an alarm automatically activated by a magnetic strip affixed to the item, which must be desensitized by library staff at checkout. Unfortunately, determined thieves learn to locate and remove the strips to avoid detection. In most states in the U.S., theft and vandalism of library materials is punishable as a misdemeanor. ***See also***: crime in the library.

thematic atlas

A book of maps devoted to a specific topic, subject, or theme, usually including text, illustrations, and other graphic material explaining their meaning and significance (*examples*: ***The Atlas of Endangered Species***).

thematic catalog

A list of the works of a composer, arranged chronologically or by category, in which the major theme is given for each composition, or section of a long composition, usually in a few bars. Some thematic catalogs are devoted to musical works of a particular form and period, usually arranged alphabetically by name of composer. Compare with thematic index.

thematic index

A list of the major themes in a musical composition, or group of compositions, usually printed in the front or back of the score, with references to the work(s) in which they appear. For short pieces, the theme is usually given as the first few bars. Compare with thematic catalog.

thematic map

A map showing one or more features or aspects of a given area of the surface of the earth or of another celestial body. Thematic maps can be *quantitative*, illustrating statistical data, such as average annual precipitation, or *qualitative*, indicating the distribution of characteristics such as predominant language, ethnic group, religious affiliation, etc.

thesaurus

A book of synonyms and near-synonyms in a written language, usually arranged conceptually, although dictionary arrangement is not uncommon. The first thesaurus of the English language, published in 1852, was compiled by Peter Mark Roget. For an online thesaurus of the English language, please see *Merriam-Webster Online*.

Also refers to an alphabetically arranged lexicon of terms comprising the specialized vocabulary of an academic discipline or field of study, showing the logical and semantic relations among terms, particularly a list of subject headings or descriptors used as preferred terms in indexing the literature of the field. In information retrieval, a thesaurus can be used to locate broader terms and related terms if the user wishes to expand retrieval, or narrower terms to make a search statement more specific. A well-designed thesaurus also enables the indexer to maintain consistency in the assignment of indexing terms to documents. Plural: *thesauri*. ***See also***: controlled vocabulary and lead-in vocabulary.

Examples:

Art & Architecture Thesaurus (AAT)
Thesaurus of ERIC Descriptors
Thesaurus of Psychological Index Terms
Thesaurus of Sociological Indexing Terms

Thesaurus of Geographic Names

See: *Getty Thesaurus of Geographic Names (TGN)*.

thesis

A proposition advanced and defended in a formal disputation, especially by a candidate in partial fulfillment of university requirements for a master's degree. Master's theses are indexed annually by discipline, subject, and author in ***Master's Theses Directories*** and in *Disseration Abstracts International*. They can also be located in the *WorldCat* database via OCLC *FirstSearch*. Compare with dissertation. ***See also***: praeses and respondent.

In a more general sense, any proposition advanced and defended in expository speech or writing, usually given in the opening lines or paragraph(s).

thesis play

A dramatic work in which the playwright consciously attempts to illustrate a social problem and suggest to the reader or audience a possible solution (*example*: ***Mrs. Warren's Profession*** by George Bernard Shaw). ***See also***: roman a these.

thin client

A computer connected to a client-server network, which does very little independent processing, all or most of the application processing being done on the server. Also refers to a client computer capable of downloading a program from a server and processing data like a PC, but which does not store data locally. Compare with terminal.

THOMAS

Named in honor of Thomas Jefferson, ***THOMAS*** is a database designed and maintained since 1995 by the Library of Congress to make legislative information, such as the *Congressional Record*, more accessible to the public. Available on the Internet 24 hours a day free-of-charge, ***THOMAS*** also provides answers to FAQs, links to the full-text of historical documents such as the *Declaration of Independence* and the *Constitution of the United States*, and a section on bills recently in the news. Click here to connect to the ***THOMAS*** homepage.

thread

A theme or topic that generates an ongoing e-mail discussion among the participants in an Internet newsgroup or mailing list, usually repeated in the header of each message posted on the subject. In literature, an idea or theme that connects the various parts of a narrative.

Also refers to the strand (or strands) of spun fiber used in bookbinding to sew the sections of a book together, usually made of cotton or linen in machine-sewn bindings. Silk or linen thread may be used in hand-sewing. Swell caused by the accumulation of sewing thread is reduced by smashing in the binding procedure called rounding.

three-decker

A novel published in three octavo volumes. First issued in paper-covered boards without illustration, and later in cloth-covered boards, three-deckers became the standard format for fiction published in England between about 1850 and 1870. According to Geoffrey Glaister, circulating libraries kept this type of publication going until inexpensive reprint editions became widely available (***Encyclopedia of the Book***, Oak Knoll/British Library: 1996).

three on

See: two on.

three-quarter binding

A style of bookbinding in which the spine and corners are bound in a different material than the sides, usually a more durable covering such as leather. Similar to half binding except that the corners are larger and the material covering the spine extends up to half the width of the boards. Compare with full binding and quarter binding.

three-quarter border

See: full-page border.

thriller

A novel, play, or motion picture that produces feelings of intense excitement in the reader or audience by depicting dangerous action (crime, espionage, etc.), usually culminating in a narrow escape in which a high level of suspense is maintained up to the final *denouement* (*example*: Alfred Hitchcock's film ***North by Northwest***).

throw-out

A leaf wider than normal, usually bearing a map, table, diagram, wide-angle photograph, or other illustration mounted and folded so that it can be opened out for reference while the corresponding text is read. Also spelled *throwout*. Synonymous with *fold-out* and *pull-out*. ***See also***: gatefold.

thumb book

See: bibelot.

thumb index

A series of semicircular thumb-sized notches cut into the fore-edge of a book, bearing a sequence of letters, words, numbers, or symbols, usually printed against a dark background to show the alphabetic, subject, numeric, or other arrangement of the text and facilitate reference, seen most often in hardcover editions of language dictionaries and handbooks. Compare with step index and tab index.

thumbnail

A very small image of a page of text or graphic element, used in a Web page as a link to the same image in larger format. Since thumbnail graphics take less time to load, they are often used in Web pages to provide the option of enlarging an image without significantly increasing the time required to transmit the document.

tier

One of two or more distinct levels, as of shelves in a section of library shelving, priorities for resource allocation or acquisition, payment or benefit options in a health care plan, etc.

TIFF

An acronym for ***T****agged* ***I****mage* ***F****ile* ***F****ormat*, a widely supported data format developed by Aldus and Microsoft for storing black-and-white, gray-scale, or color bitmapped images on a personal computer. Files in **TIFF** format are compressed and usually have the extension *.tif* or *.tiff* added to the filename. ***See also***: JPEG.

tight

The condition of a book so tightly bound that the spine is inflexible, preventing the leaves from opening and staying open at a particular page. As new books are used, their bindings gradually loosen allowing them to open flat at any page. Library bindings are usually tighter than trade bindings. Compare with tight back.

tight back

A method of binding in which the back of a volume is glued to the cover, leaving no hollow to allow the binding to flex as it is opened. Books bound by this method do

not open flat. Another disadvantage is that the lettering printed on the spine tends to crack with extended use. For these reasons, hardcover editions are nearly always bound with a hollow back.

tilde

A mark in the form of a horizontal inverted "s" used as a diacritical mark over certain letters in the Spanish and Portuguese languages to indicate pronunciation, as a symbol in logic and mathematics to indicate negation, and in URLs, usually followed by the name of the person responsible for creating and/or maintaining the Web page.

time-expired records

In archives, temporary records assigned a specific date for destruction that has passed without the occurrence of appropriate action, usually due to a backlog in processing.

timeout

In computing, a routine that automatically terminates a period of waiting when a screen requiring user input receives no response within a designated time, for example, an interface that logs off whenever a predetermined period of inactivity occurs during an online session. The term is also used in communications to refer to the automatic termination of a waiting period when no response is received. Also spelled *time out*.

timesheet

See: payroll.

Times Literary Supplement (TLS)

First published in 1902, ***TLS*** is one of the most influential book review publications in the UK. Published weekly in newspaper format, it provides in-depth reviews of current fiction and nonfiction on a wide range of subjects, as well as reviews of contemporary theater, opera, and film. Like its American counterparts, the *New York Review of Books* and the *New York Times Book Review*, ***TLS*** is noted for its coverage of literary works. It also carries announcements of new books published by scholarly and university presses. Click here to connect to the online version of ***TLS***.

tintype

A positive photographic image made with a wet collodion emulsion on a thin iron plate darkened with black lacquer. As in a daguerrotype, the image is reversed laterally. Inexpensive and fast, the process was widely used for portraiture from the 1850s to the end of the 19th century, bringing photographic images within reach of the masses. In the 1880s, the wet emulsion was replaced by a dry gelatin. Synonymous with *ferrotype*.

tip in

See: tipped in.

tipped in

A single leaf, errata slip, or separately printed map or illustration trimmed to page size and glued into a book against the following page without using a guard, after the text

has been printed and bound, usually by applying a thin line of adhesive along the inner margin, near the binding edge. A tipped in leaf (called a "paste in") may be somewhat restricted in its openability.

tissue

A sheet of very thin paper inserted loose between the leaves of a book or affixed to the inner margin, usually to protect the surface of a plate or prevent the offset of fresh ink onto the facing page.

title

A word, phrase, sentence, character, or characters appearing on an item, naming the work (or works) for identification and reference. Choice of title usually reflects the content of the work, distinguishing it from others of similar subject. A subtitle may be included following a colon or semicolon. Translations may have a parallel title in the original language. The full title is usually printed on the title page of a book or at the beginning of an article or essay published in a book or periodical. The title given on the title page may differ from the one printed or impressed on the spine or cover. In a film or videorecording, the title is usually given in the first few frames.

In library cataloging, the title proper is entered in the title and statement of responsibility area of the bibliographic description as it appears on the chief source of information. A work published under more than one title is cataloged under a uniform title (*example*: ***Bible***). Also used in a less precise way to refer to any bibliographic item that has a title, as in the phrase "list of titles ordered." ***See also***: alternative title, binder's title, catchword title, changed title, chapter title, divisional title, half title, partial title, running title, series title, short title, side title, spine title, supplied title, and working title.

Also refers to a formal name or appellation given to an individual or family in recognition of privilege, distinction, office, or profession, for example: baron, saint, president, doctor, etc. In *AACR2*, titles of nobility are included in the personal name heading when used to refer to the individual, titles indicating high office are given in English whenever possible, and titles of address (Miss, Mr., Mrs., etc.) are omitted from the heading, as are minor ecclesiastical titles, military titles, academic and professional titles, and government titles below the highest rank.

In employment, the official name assigned to a specific position within the organization, for example, *Instruction Librarian*. Usually based on function, library position titles vary from one institution to another (*Instructional Services Librarian*).

title and statement of responsibility

In library cataloging, the area of bibliographic description in which the title proper of a work and information concerning authorship (statement of responsibility) are recorded (field 245 of the MARC record).

title change

See: changed title.

title frame

One or more frames usually found at the beginning of a work produced on film (motion picture, filmstrip, etc.), containing textual information distinct from the subject content, used as the chief source of information in library cataloging when the bibliographic record is created to describe the item. Compare with title screen.

title index

An alphabetically arranged list of the titles of the works covered in a serial or nonserial work (*example*: the *Book and Film Title Index* in ***America: History and Life***). Title and author indexes are sometimes combined. ***See also***: subject index.

title leaf

The leaf of a book bearing the title page on the recto and the publisher's imprint, notice of copyright, cataloging-in-publication (CIP), ISBN, and printing history on the verso. In the front matter of a book, the title leaf follows the half-title and precedes the dedication.

title page

The page at the beginning of a manuscript, book, or other printed publication (usually the recto of the leaf following the half-title) bearing the title proper of the work and usually (but not necessarily) the names of the author(s), editor(s), translator(s), and publisher. The title page may also indicate the volume number (if applicable) and the date and place publication. The verso of the title leaf usually gives the notice of copyright, publication date, publisher's imprint, CIP, ISBN, and in some cases the printer's imprint. According to Geoffrey Glaister, the first complete title pages appeared in early printed books around 1500. By the late 16th century the decorative possibilities of the title page had been fully realized (***Encyclopedia of the Book***, Oak Knoll/British Library: 1996). Abbreviated *tp*. Also spelled *title-page*. ***See also***: added title page and series title page.

title proper

The primary name of a bibliographic item, usually found on the chief source of information, including any alternative title, but not parallel titles or any additional title information. In *AACR2*, the title proper is entered in the title and statement of responsibility area of the bibliographic description (field 245 of the MARC record). ***See also***: uniform title.

title screen

In a machine-readable data file such as a bibliographic database or Web page, a screen display of text giving the title proper of the work and in most cases the name of the author(s) or editor(s), and details of its publication, used in library cataloging as the chief source of information in creating the bibliographic description of the item. Compare with title frame.

title statement

The title proper of a work, plus the optional general material designation and remainder of the title (if applicable), given in the title and statement of responsibility area of the bibliographic description (field 245 of the MARC record). In *AACR2*, the wording, order, and spelling of the title proper is followed exactly as it appears in or

on the item, but punctuation and capitalization may be changed by the cataloger.

titulus

Introductory words added in capital letters by a rubrisher in red or blue ink in a space left blank at the beginning of a chapter when the text of a medieval manuscript was hand-copied, often filling several lines. Gold leaf was used in more important works. ***See also***: illuminated.

TLA

See: **T**heatre **L**ibrary **A**ssociation.

TLS

See: ***T**imes **L**iterary **S**upplement*.

TOC

See: **t**able **o**f **c**ontents.

tome

Originally, any volume of a work published in more than one volume. In modern usage, a book of very large size, also weighty in subject or treatment.

toolbar

A narrow band along one side or across the top or bottom of a window or frame in the graphical user interface of a microcomputer application, displaying a row of buttons or icons that can be clicked with a pointing device such as a mouse to access menus and open other windows, allowing the user to select options, set parameters, and perform functions. Compare with navigation bar.

tooling

In finishing, decorative designs hand-stamped with a heated brass tool on the surface of the material covering the boards of a book (usually cloth or leather). Tooling can be blind or highlighted in ink, or in gold leaf or foil.

toolkit

A printed or online guide that brings together in one place practical information for accomplishing a goal or beginning a project, including but not limited to case studies, action plans, policies, learning modules, resource lists, useful terminology, important contacts, etc. (*example*: ***The Ethnographer's Toolkit***, edited by Jean Schensul and Margaret LeCompte). Also spelled *tool kit*.

tool kit

See: toolkit.

TOP

See: **t**emporarily **o**ut of **p**rint.

topic

A subject for research or discussion. The first step in a library research project is the formulation of a workable topic statement. As a literature search progresses, the topic

may require refinement (change of specificity or focus), depending on the amount of published information available and the time constraints of the researcher. ***See also***: search strategy.

topical guide

A printed or online list or description of the best bibliographic tools and resources available to a researcher for conducting a literature search on a specific topic, presented in the sequence in which they would optimally be used. Also known as a pathfinder. ***See also***: search strategy.

topo

See: topographic map.

topographic map

A map on any scale showing in relief the geographic features of a given area of the surface of the earth (or another celestial body), usually by means of contour lines. When unbound, such a map is called a *topographic sheet*. Abbreviated *topo*.

topographic series

A group of topographic sheet maps showing the geographic features of the surface of a country at scales of 1:10,000 to 1:250,000, usually issued by an agency of civilian or military government, such as a national survey or mapping division of a defense department. Topographic series are also issued internationally at scales of 1:1,000,000 to 1:5,000,000. ***See also***: base map.

top term (TT)

The most general term in a hierarchical classification system, indicated by the abbreviation **TT** in the thesaurus of indexing terms (*example*: ***INSPEC Thesaurus***) or by the narrowest indention under the heading to which it applies. ***See also***: BT, NT, and RT.

TOS

See: **t**emporarily **o**ut of **s**tock.

total circulation

In publishing, the entire distribution of any issue of a periodical publication, including copies sent to paid subscribers, single-copy retail sales, in-house use, and complimentary copies distributed for promotional purposes.

total publication

An agreement between an author and publisher in which a work is issued in hardcover and also in a mass market paperback edition under the publisher's separate paperback imprint, as opposed to leasing the paperback rights to an independent publisher for which the author is usually paid a higher royalty. The term does *not* apply to simultaneous publication under a single imprint of hardcover and softcover trade editions, or to the subsequent issuance of a trade paperback edition in which the text and illustrations remain the same as in the hardcover edition.

touchpad

An electronic pointing device consisting of a small flat surface connected to a computer, which the user can activate with the touch of a finger, instead of depressing the keys on a keyboard or moving a mouse. Synonymous with *touch panel*. Compare with touch screen.

touch screen

A computer screen covered with a clear touch-sensitive panel that enables the user to make selections from a menu of options or initiate specific operations by touching the part of the screen that displays the appropriate word, phrase, symbol, icon, or button. Pressure-sensitive cells in the panel transmit data to the screen software, activating the selection. Also spelled *touchscreen*. Compare with touchpad. ***See also***: mouse.

toy book

A small, illustrated book for young children, published in 19th century England and America, usually consisting of eight leaves of vivid, hand-colored pictures with very little text (alphabets and simple tales were popular). Originally issued in paper covers, later variations included cloth books printed on sturdy fabric, pop-up books, and flicker books. Toy books were often published in series to encourage gift buying and collecting.

toy collection

A collection of toys, puppets, games, etc., sometimes available for loan in the children's room of a public library, especially helpful in serving families in low-income communities.

tracings

A record of the additional headings under which a bibliographic item is listed in a library catalog, usually associated with the main entry. Also, a list in an authority file of all the cross-references made to and from a heading used in a file of bibliographic records, to enable the cataloger to "trace" all the entries referring to the item whenever a change or correction is necessary, or when the item is withdrawn from the collection.

track

In information storage and retrieval, one of the concentric rings or spirals on the surface of a magnetic disk, on which data is recorded. A standard floppy disk has either 80 tracks (double-density) or 160 tracks (high-density). In sound recording, one or more optical or magnetic bands running parallel with the long dimension of an audiotape, videotape, or film on which signals are recorded for playback as synchronized sound.

tract

A book or pamphlet containing a treatise or discourse on a political, social, or religious topic, usually issued as propaganda or for doctrinal purposes. Also refers to a pamphlet made from a single sheet of printing paper folded one or more times to create leaves.

trade association

An organization dedicated to promoting a specific line of business, such as the book trade, for example, the Association of American Publishers or the American Booksellers Association. Most trade associations publish a trade journal to keep members informed of new products and developments affecting their interests. Directory information on book trade associations is available in the annual reference serial *Literary Market Place*.

trade binding

See: publisher's binding.

trade book

A general term encompassing quality fiction and nonfiction for adults, trade paperbacks, and children's books published for the general public, as distinct from mass market paperbacks sold at newsstands and reference books, scholarly books, and textbooks intended for a narrow segment of the market. The standard publisher's discount on trade books is 40%. ***See also***: trade bookstore and trade publisher.

trade bookstore

A bookstore that sells books of good quality, published for the general public rather than for a narrow segment of the market. Large chains may also sell newspapers, general interest magazines, videorecordings, DVDs, music CDs, road maps, calendars, greeting cards, etc. (*examples*: Barnes and Noble and Borders Books & Music). Trade bookstores normally do not stock expensive reference books, scholarly and technical books, and textbooks. Mass market paperbacks are stocked selectively, based on reputation of author.

trade catalog

A list of all the books (currently in print), published in a specific country or in *other* countries for which domestic publishers act as agents (*example*: *Books in Print*). Also, any publication that lists and describes the products manufactured and sold by a commercial company, with prices, illustrations, and information on how to order, for use in sales. The publisher's catalogs sent by post to booksellers and libraries are a prime example. Some booksellers also publish their own trade catalogs for distribution to potential retail customers, or make catalog information available on the Web (*example*: Amazon.com).

trade directory

A serial publication, usually issued annually, listing the companies and organizations engaged in buying, selling, or exchanging a specific category of goods and services. Entries include the official name, mailing address, phone/FAX numbers, key personnel, and other important information (*example*: *American Book Trade Directory* published by R. R. Bowker).

trade edition

An edition produced by a trade publisher in hardcover and/or paperback publisher's binding for sale to quality booksellers and libraries. Trade editions are published for the general reader, rather than a specific segment of the market. Compare with mass-market paperback, scholarly book, and textbook.

trade journal

A periodical devoted to disseminating news and information of interest to a specific category of business or industry, often published by a trade association. Some trade journals are available in an online version, as well as in print (*example*: *Publishers Weekly*).

trade list

See: trade catalog.

trademark

A letter, numeral, word, phrase, logo, device, design, sound, or symbol (or combination of these) used in connection with a product or service to signify, directly or by association, the identity of the owner, usually a commercial enterprise that has reserved to itself the use of the distinctive mark by registering it with the U.S. Patent and Trademark Office. Trademarks of successful products and services are jealously guarded by their owners to prevent competitors from imitating them. Registration, indicated by an "R" enclosed in a small circle following the name ("TM" if registration is pending), gives the owner the right to legal redress in case of infringement. Also spelled *trade mark*. ***See also***: infringement.

trade name

The name used to designate a specific business enterprise and the reputation it has acquired in the market place (*example*: Microsoft), as distinct from any trademark associated with the firm's products (*Windows*). ***See also***: brand name.

trade paperback

A softcover edition published by a university press or trade publisher, in larger format and better quality binding than a mass-market paperback, for retail sale in college and trade bookstores. Most trade editions are published first in hardcover, then reprinted in paperback from the same plates after sales potential in hardcover has been realized. In some instances, paperback rights are sold by the original publisher to a trade paperback publisher. Synonymous with *quality paperback*. Compare with mass-market paperback.

trade publisher

A publishing house that issues books of interest to the educated reader, for sale in college and quality retail bookstores (*example*: Farrar, Straus and Giroux or St. Martin's Press). Few large trade publishers remain independent. A case in point is Alfred A. Knopf, now owned by Random House, which is in turn owned by the international publishing and entertainment conglomerate Bertelsmann AG. Compare with popular press and university press. ***See also***: trade book and trade edition.

tragedy

A literary work in prose or verse in which a catastrophe or sudden reversal of fortune befalls the protagonist, usually due to uncontrollable circumstances (*example*: Arthur Miller's ***Death of a Salesman***) or as a result of an error of judgment or serious flaw in character (***Macbeth***). In classical Greek drama, the weakness that brings about the downfall of the tragic hero (or heroine) is typically *hubris* (pride). Compare with

comedy and tragicomedy.

tragicomedy

A form of drama that originated in Elizabethan and Jacobean England, combining the forms and conventions of tragedy *and* comedy, usually by including characters of both high and low social position, and by unfolding unfortunate events that unexpectedly result in a happy ending (*example*: Shakespeare's ***Merchant of Venice***).

trailer

A very short film used primarily for advertising purposes, consisting of carefully selected extracts from a longer motion picture to be shown at a later date. In library cataloging, the term is added inside square brackets [trailer] following the title proper in the bibliographic description to indicate material type. Compare with film clip. ***See also***: preview.

Also refers to the short strip of film without images at the end of a filmstrip, motion picture, or unexposed roll of film, added to allow the item to be handled without damage. Compare with leader.

training

Instruction designed to teach a person or group of people (*trainees*) a specific skill or set of skills, for example, how to check books and other materials in and out at the circulation desk of a library, or how to reshelve items in correct call number sequence. In-service training occurs in the workplace during normal working hours, sometimes in the context in which the skill(s) will be used.

transaction log

A continuous record of the operations initiated by users of an automated system during a designated period of time (week, month, year). In online catalogs and bibliographic databases, the "transactions" are usually searches recorded by type (author, title, subject, keywords, etc.) which can be analyzed to reveal usage patterns and longitudinal changes in search behavior. ***See also***: peak use.

Also refers to a record kept for statistical purposes of the number of library patrons who receive assistance from staff at a service point, for example, the number of questions answered by librarians at the reference desk, usually broken down by type of question (directional, informational, instructional, referral).

transactions

The published papers or abstracts of papers presented at a conference or meeting of a society or association, usually including a record of what transpired. Compare with proceedings.

transcribe

To make a written or typewritten copy, usually of a speech, broadcast, sound recording, or other oral presentation, or a copy of notes taken on the content of such a presentation. ***See also***: transcript.

Also, to adapt or arrange a piece of music for a voice, instrument, or ensemble

different from that for which the work was originally intended. In computing, to copy a data or program file from one external storage medium to another without altering its content.

transcript

A copy of an original, usually made by hand or typewritten, particularly a legal document or official record. Also refers to the written record of words spoken in court proceedings or in a speech, interview, broadcast, or sound recording. ***See also***: transcribe.

transfer

A change in the physical custody of archival materials from one location or agency to another, usually without a corresponding change of legal ownership and responsibility, for example, the relocation of records no longer current to temporary storage to await final disposition.

translation

A passage from a speech or written work, or an entire speech or work, put into the words of another language (English into Spanish), or into a more modern form of the same language (Old English or Middle English into contemporary English), usually to make the text more accessible to individuals who are unable to read it in the original language. Translations differ in the degree to which they follow the original. The name of the *translator* usually appears on the title page of a book, following the name of the author. A translation may have a parallel title in the source language. In library cataloging, the note *Translation of:* is added in the bibliographic description, giving the title in the original language. Abbreviated *trans*.

transliteration

Rendering the characters of one alphabet in characters representing the same sound (or sounds) in another alphabet (*example*: Greek or Cyrillic into Roman). Each character is treated independently of the others. Compare with romanization.

transparency

A sheet of transparent film, usually 8 1/2 x 11" in size, bearing text and/or images in color or black-and-white, designed to be projected on a large screen using an overhead projector or document camera. Presentation software has superseded overhead transparencies, but a well-prepared presenter brings them to use as backup in case of equipment or network failure. Synonymous with *overhead transparency*. Compare with overlay.

travel guide

A handbook designed for persons interested in touring a foreign country, or an unfamiliar city, state, province, or region of their own country. In addition to describing major attractions, most travel guides include maps and directions, information about dining and overnight accommodations, and advice about currency exchange, immunizations, personal safety, and communication with the local inhabitants. Some guides specialize in a particular type of travel, such as bicycle touring or ecotourism.

In public libraires, travel guides are usually shelved by call number in the nonfiction section. Some academic libraries keep current editions in reference. Because currency is important, travel guides may be placed on continuation order. Synonymous with *tour guide* and *travel book*. Compare with guidebook.

treasure hunt

An exercise in which students are required by their instructor to use the resources of the library to find answers to a list of very specific and often unrelated questions, sometimes as a contest. This type of assignment usually puts a temporary strain on the reference desk, especially when a large number of students converge on the library, all needing the same information at the same time. For this reason, it is one of the "pet peeves" of reference librarians who believe library skills are best learned in the context of a more meaningful research assignment.

treatise

A book or long formal essay, usually on an abstruse or complex subject, especially a systematic well-documented presentation of facts or evidence, and the principles or conclusions drawn from them. The term is sometimes used in a pejorative sense to refer to a written work in which the treatment is dry and scholarly or unnecessarily thorough or detailed.

treatment

A narrative account of the screenplay for a motion picture or television broadcast, including a detailed description of characters, scenes, sets, camerawork, etc., but without the dialogue. Compare with scenario.

In a more general sense, the manner in which a subject or theme is handled stylistically in a literary or artistic work (comically, tragically, satirically, etc.).

In conservation, use of a specific technique or set of procedures to deliberately alter the chemical or physical condition of a document or other object for the purpose of prolonging its existence, including stabilization and possible restoration. ***See also***: treatment history.

treatment history

A record of the conservation procedures applied to an item (deacidification, fumigation, rebinding, restoration, etc.), usually including date of application and any details concerning the treatment process which might be of future use to conservators, particularly in cases requiring reversal.

treaty

A formal written agreement between two or more governments concerning peace, military alliance, trade relations, economic assistance, etc., often the result of protracted negotiations. Also refers to the signed document serving as the official record of such an agreement. The texts of important treaties are available in the government documents or reference section of large libraries. The originals are usually housed in national archives or in the special collections of national libraries.

tree structure

A classified display in a thesaurus of indexing terms showing the complete hierarchy of descriptors, from the broadest to the most specific, usually by indention, sometimes with a tree number indicating the location of the heading in the tree, as in the ***Medical Subject Headings. Tree Structures*** developed and maintained by the National Library of Medicine:

Example:

Diagnosis	E1
Diagnosis, Cardiovascular	E1.145
Angiography	E1.145.77
Angiocardiography	E1.145.102
Angiography, Digital subtraction	E1.145.141
Aortography	E1.145.181
Cerebral angiography	E1.145.300
Cineangiography	E1.145.385
Angioscopy	E1.145.90

trend

Movement in the development of a phenomenon, usually in a certain direction, sometimes measured statistically. Organizations use *trend analysis* to anticipate future developments that might affect their interests. The term is also used in the more general sense of "current fashion." In large public libraries, a recent trend has been to include, in plans for renovation and new construction, a giftshop operated by the Friends of the Library. Academic libraries are more inclined to provide a cybercafe on the premises.

trial

A test conducted for a limited period of time to determine the suitability of a new person in a position, or the quality or feasibility of a new system, product, or service. Database vendors usually offer a free 30-day trial to libraries as an inducement to subscribe.

trial user

A person or organization asked to use a new service or computer system, usually for a limited period of time, to test its usefulness and effectiveness, and to help identify problems that need to be corrected before the final version is released for general use.

triennial

Issued every three years. Also refers to a serial publication issued every three years. ***See also***: annual, biennial, quadrennial, quinquennial, sexennial, septennial, and decennial.

trilogy

A set of three narrative works related in theme or plot, which together form a larger work (*example*: the ***Oresteia*** of Aeschylus). Four similarly related works are called a *tetrology* (***The Alexandria Quartet*** by Lawrence Durrell). ***See also***: prequel and sequel.

trimmed

A term used in the book trade to indicate that the leaves of a book have been cut down to a size smaller than the publication as originally issued. ***See also***: trimming.

trimming

In bookbinding, the process of slicing approximately 1/8 of an inch from the head, tail, and fore-edge of the body of a book to remove the folds of its signatures, done on a machine called a guillotine. In paperback books, the cover is usually cut flush or even with the sections. Compare with uncut. ***See also***: shaved.

trim size

The finished dimensions of a printed sheet or publication after waste has been trimmed away to prepare it for binding, usually indicated in the specifications for the print job.

triptych

See: diptych.

true crime story

A nonfiction genre in which the subject is an actual crime or event (disappearance, kidnapping, murder, etc.) so bizarre or inexplicable that it excites popular interest and curiosity (*example*: ***Small Sacrifices: A True Story of Passion and Murder*** by Ann Rule). Compare with mystery.

truncation

The addition of a symbol at the beginning or end of a word stem in a keywords search to retrieve variants containing the root. Truncation is particularly useful in retrieving both the *singular* and the *plural* forms of a word in the same search.

> *Example*:
>
> ***librar*** to retrieve records containing "interlibrary," "intralibrary," "librarian," "librariana," "librarianship," "libraries," etc.

In most online catalogs and bibliographic databases, the end truncation symbol is the ***** (asterisk), but since the truncation symbol is not standardized, other symbols may be used (?, $, #, +). In some databases, the user may add a number after the symbol to specify how many characters the symbol may represent (*example*: **facet?1** to retrieve "facets" but not "faceted" or "facetiae"). As a general rule, it is unwise to truncate fewer than four characters (*example*: **art*** retrieves "artist," "artistic," "artistry," and "artwork," but also "artichoke," "artillery," etc.). Some databases are designed to truncate automatically. Users are advised to read carefully any help screens before truncating in an unfamiliar database. Synonymous with *character masking*. ***See also***: wildcard.

trustee

See: library trustee.

TT

See: top term.

turnaround time

In data processing, the amount of time that elapses between the initiation of a process or operation and its completion. Compare with response time.

turn-in

In bookbinding, the portion of the covering of a book folded over the outer edges of the boards, from outside to inside, mitered at the corners, and covered to within 1/8-3/16" of the edge by the paste-down. On library corners, the turn-in is folded; on Dutch corners, it is cut.

turnover

The rate at which employees leave a company, organization, or institution and are replaced. A high *turnover rate* may be a sign of difficult working conditions, inadequate compensation, poor management, burnout, etc.

tutorial

A printed or online instructional tool designed to teach novices how to use a computer system or electronic resource, usually in a self-paced step-by-step manner, often with questions at the end for testing proficiency. Online tutorials have been developed by instruction librarians to accommodate distance learners and students who prefer online library instruction. Compare with help screen.

twice weekly

See: semiweekly.

twisted pair

A cable of relatively low bandwidth used in older telephone networks and less costly LANs, consisting of two separately insulated thin-diameter wires twisted around each other, one to carry the signal and the other grounded to absorb interference. Most computer networks use coaxial cable and/or optical fiber which provide the higher bandwidth required for high-speed data transmission. Telephone companies in the United States are upgrading their infrastructure to coax and fiber-optic cable.

two-double fold test

A simple trial used by conservators to detect brittle paper. One corner of a leaf is gently folded diagonally forward and back twice about 1/2-inch in from the point where the edges meet. Paper is found to be brittle if the corner breaks off or detaches with a slight pull after the fourth fold.

two on

A sewing method used in hand-binding in which two sections are sewn along the fold with a single length of thread, alternating between the sections from kettle stitch to kettle stitch. Today, the technique is used mainly in fine binding to minimize swell (most trade bindings are sewn all along). Hand sewing three sections together in similar fashion is known as *three on*.

type

Small, separately cast rectangular metal units, each bearing on its face a single character cut in relief. In letterpress printing, the units are assembled by a typesetter

into pages of text, locked in a chase and transferred to the bed of a printing press, where they are inked and an impression of the type matter made under pressure on a printing surface such as paper. After the print job is completed, the units are disassembled for reuse. Johann Gutenberg is credited with inventing movable type in Germany in or around the year 1456. ***See also***: display type, extract type, mouse type, text type, typeface, type family, and type size.

Also, to manually key input into a computer system via a keyboard, for example, a search statement to retrieve information from an online catalog or bibliographic database.

typeface

The upper surface of a unit of type, bearing in relief the character to be printed. Also refers to the general design or style of the characters of a font of type, including all the sizes and weights in which the font is made. Designing a new typeface is a major undertaking, even for an experienced typographer. It is therefore not unusual for a typeface to be named after the person who designed it (*example*: **Garamond**). There does not appear to be universal agreement on the classification of typefaces. Also spelled *type face*. Sometimes abbreviated *face*. ***See also***: cameo, condensed, expanded, fat face, glyphic, gothic, graphic, inline, italic, monoline, and outline, roman, and script.

type facsimile

A reprint of a work made from a new setting of type in which every detail of the appearance of printed matter in the original edition is copied as precisely as possible. Synonymous with *facsimile reprint*. Compare with facsimile edition.

type family

In printing, all the variants of the same basic type design, including uppercase, lowercase, and small capitals in both roman and italic in all sizes and weights (lightface, medium, semi-bold, boldface, condensed, expanded). Compare with font.

type of recording

In *AACR2*, the method used to encode sound on a disc or tape (analog, digital, magnetic, or optical) is given in the physical description area of the bibliographic record created to represent the item in the library catalog, as in the following examples:

5 sound discs : analog, 331/3 rpm, stereo, ; 12 min
1 sound disc (59 min.) : digital, stereo. ; 4 3/4 in
2 sound cassettes (129 min.) : analog, 1 7/8 ips., stereo
1 sound cassette (60 min.) : digital
1 sound track film reel (10 min.) : magnetic, 24 fps

type page

The area or part of a printed page that is printed upon, excluding the margins, headlines, footlines, and page numbers.

typescript

An author's original typewritten copy of a work, in the form in which it is submitted for publication, or a typewritten copy of the original commissioned by the author or publisher, as opposed to a manuscript written by hand. Abbreviated *ts*. and *tss*. (plural).

typesetting

In printing, the setting of type from copy, either by hand or by machine, done by a person called a *typesetter*. ***See also***: typography.

type size

The dimensions (height and width) of the body size of a type font, usually given in points. Most books are printed in type sizes ranging from 5-point to 22-point. Larger types sizes are used mainly for display matter. On the old-fashioned typewriter, pica was the most common type size. ***See also***: extract type and text type.

typical librarian

See: stereotype.

typo

See: typographical error.

typographical error

A mistake in a printed work made by the typesetter. Also refers to a similar error made by a person using a keyboard to type a text. Most word processing software includes an automatic spell checker to alert writers to such errors. Abbreviated *typo*. Synonymous with *misprint*. ***See also***: proofreading.

typography

The art and craft of setting and arranging type, and making impressions from the result, which began with the invention of movable type by Johann Gutenberg in Germany in the mid-15th century. Also refers to the general style, arrangement, and appearance of a work printed from type, and to the skill involved in selecting a suitable ink and grade of paper, choosing an appropriate typeface and type size, determining page layout, etc. The person responsible for the final appearance of a printed publication is the *typographer*.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

U

UBCIM

An initialism that stands for **U**niversal **B**ibliographic **C**ontrol and **I**nternational **M**ARC Core Activity. ***See***: Universal Machine-Readable Cataloging (UNIMARC).

UCC

See: *Universal Copyright Convention*.

UDC

See: Universal Decimal Classification.

UF

See: used for.

ULC

See: Urban Libraries Council.

Ulrich's International Periodicals Directory

An annual reference serial published since 1932 by R. R. Bowker, ***Ulrich's International Periodicals Directory*** provides bibliographic information and pricing for a classified list of over 164,000 regularly and irregularly issued periodicals currently published in the U.S. and internationally, including titles available electronically. The directory is indexed by title and ISSN, with separate sections for cessations, title changes, refereed journals, and titles available in various digital formats. ***Ulrich's*** is also available on CD-ROM and online by licensing agreement.
See also: *The Serials Directory*.

ultrafiche

A card-shaped transparent microform with a reduction ratio considerably greater than that of standard microfiche or superfiche (up to 3,000 frames per 4 x 6-inch sheet). A special ultrafiche reader-printer machine is required to view and make hard copies of documents stored in this medium.

ultraviolet (UV)

Electromagnetic radiation beyond the spectrum visible to humans as light, shorter in wavelength than violet light but longer than X-rays. The sun is the chief source of natural ultraviolet radiation. Because UV radiation can damage photographs and accelerate the deterioration of certain grades of paper, prolonged exposure of library materials to direct sunlight should be avoided and incandescent lighting installed when possible in storage areas where preservation is a high priority. UV filters can be used to reduce exposure.

umbilicus

In antiquity, a knobbed wooden rod attached to one end of a papyrus scroll around which a manuscript was rolled when not in use. A vellum tag was usually attached to one end, bearing a note indicating the title or contents.

unabridged

A version of a written work that has not been shortened and is therefore considered to be complete. The fact that an edition is unabridged is sometimes indicated on the title page of long works issued in paperback, but unless otherwise stated, a published work is assumed to be unabridged. An unabridged dictionary is the version containing the most words (*example*: ***Webster's Third New International Dictionary***). Compare with abridgment.

unabridged dictionary

A dictionary that attempts to include *all* the words of a language. For the English language, there are only three, ***Webster's Third New International Dictionary*** (1961), ***Random House Unabridged Dictionary*** (1993), and the ***Oxford English Dictionary*** (1989), the latter concerned more with etymology than with definition. First published in 1909, *Webster's Third* has about 450,000 entries (down from 600,000 in the second edition). The *Random House Unabridged Dictionary* has fewer words, but more illustrations. Compare with desk dictionary.

unauthorized biography

A biographical work written without the consent of its subject or the subject's family if the *biographee* is deceased, sometimes more objective in its analysis than an authorized biography because the *biographer* does not have to make concessions to gain access to confidential sources. However, an unauthorized biography may be less detailed or complete if the author was denied important information.

unauthorized edition

An edition printed without the consent of the author, the author's legal representative, or the original publisher, but not in violation of existing copyright law. Compare with authorized edition. ***See also***: pirated edition.

unbacked

Printed on only one side of a blank sheet of paper, as in a poster.

unbound

A printed publication issued without a binding or cover, or with its cover removed. Prior to the 19th century, books were sold in the form of printed sections, to be bound to the purchaser's specifications. Also refers to an issue of a periodical or part of a serial that will eventually be bound, usually with others, to form a volume. Compare with disbound and loose.

uncial

From Latin *uncialis* meaning "of an inch" or "inch-high." A large, full majuscule script used in the earliest Biblical codices and as a book hand in manuscripts written and copied from about 300-700 A.D., in which capital letters were rounded and modified in ways suggestive of later lowercase letters, probably to increase writing speed. Half uncial gradually replaced uncial as a book hand after the 6th century. Also refers to manuscripts written in this script.

uncut

A volume in which the bolts are not trimmed to uniform size in binding, leaving the leaves to be separated by hand by the owner of the book, with a paper knife or other thin-edged instrument. Synonymous with unopened and *untrimmed*.

underfunded

An organization, institution, or project allocated insufficient monies to accomplish its goals and objectives. Chronic underfunding can lead to a decline in quality of service and is demoralizing for staff and management.

undergraduate library

A separate library established, supported, and maintained by a university to serve the information and research needs of its undergraduate students and the instructional requirements of the undergraduate curriculum. Sometimes administered as a branch library. Compare with graduate library. ***See also***: college library.

underground press

A publisher that issues printed publications unofficially or clandestinely, usually to members of a group or organization that opposes the policies of an established government or other authority, more common during periods of civil unrest than in times of peace and prosperity. Eventually, most underground presses either disband or become "above ground" publishing houses.

underlining

Words, phrases, or passages of text underscored in pencil or ink by a previous reader, usually for future reference. As a general rule, libraries do not add heavily underlined gift books to the collection. Also refers to a formatting option available in word processing software that can be used to place a line beneath a single character, word, phrase, line, or entire passage of text. Compare with highlighting.

underrun

A press run that produces fewer copies than the number ordered, sometimes causing a shortage of publisher's inventory. The opposite of overrun.

underserved

Persons within the geographic area or clientele served by a library or library system who use its services infrequently for a variety of reasons, including limited awareness of available resources and services, lack of familiarity with the national language, illiteracy, poor health, lack of transportation, etc. Outreach programs help bridge these gaps.

understaffed

Having an insufficient number of employees to do the work required. Signs of overwork (fatigue, absenteeism, arrears, etc.) can be the result of understaffing. Synonymous with *short-staffed* and *short-handed*. The opposite of overstaffed. ***See also***: skeleton staff and underfunded.

underutilized

A library service, resource, or item used less often than it ought to be, usually because its usefulness is not widely appreciated, or because it is not as accessible as other alternatives, for example, collections of theses and dissertations in some academic libraries.

undocumented

Lacking official papers or other tangible evidence in support of existence, identity, validity, authenticity, provenance, etc.

unexpurgated

A text or edition that includes passages omitted from other versions or editions, usually because they were considered offensive to some readers. Compare with expurgated. ***See also***: bowdlerize and censorship.

unfinished

A work left incomplete at the death of the author, composer, or creator. Unfinished literary works are sometimes published posthumously (*example*: ***The Last Tycoon*** by F. Scott Fitzgerald). ***See also***: continuation and redaction.

uniform edition

Two or more books printed, bound, and jacketed in the same style to show that they constitute a single entity, such as a multivolume encyclopedia, or that they are related to each other in some other way, for example, the individual titles in a monographic series or the collected works of an author.

Uniform Resource Locator (URL)

The unique address identifying a resource on the Internet for routing purposes.

Example: **http://www.myuniversity.edu/library/hours.html**

The first part of the URL is a prefix indicating the TCP/IP protocol of the address. In the example given above, the prefix http:// indicates that the resource is a hypertext document (in most Web browsers, the default setting in the "Open" or "Location" field is **http://** so there is no need to type the prefix in opening a new address). The second part of the URL (**www**) indicates the communication language used in the address. The third part (**myuniversity**) indicates the host. The fourth part (**edu**) is the high-level domain code indicating category of host. The last part (**/library/hours.html**) gives the directory and filename of the file to be retrieved, in this case a document written in HTML script. URLs are case sensitive and the parts must be separated by either a full stop (dot) or slash.

Six main prefixes are used in URLs:

ftp:// - FTP directory of downloadable files
gopher:// - Gopher server
http:// - World Wide Web page
mailto: - Electronic mail (e-mail)
news: - Usenet newsgroup
telnet:// - Application program running on a remote host

Most Web browsers allow the user to omit the prefix when entering the address of an Internet resource.

uniform style

The appearance of publications printed in the same typographical style on the same grade of paper, issued in a binding of the same size and design. Volumes published as a set or series are usually produced in this fashion. ***See also***: uniform edition.

Also refers to the appearance of any element of a printed work that is repeated in the

same style throughout the text, such as the chapter headings, running titles, headpieces or tailpieces, etc.

uniform title

In authority control, the distinctive title selected for cataloging purposes to represent a work issued under more than one title, usually in more than one expression or manifestation. Uniform titles are commonly used to catalog sacred texts (*example*: ***Bible***) and liturgical and musical works.

Also refers to the collective title used by convention to bring together publications of an author, composer, or corporate body in a single volume or set of volumes containing two or more complete works, or extracts from several works, usually of a particular literary or musical form (*AACR2*). Synonymous with *filing title* and *standard title*.

UNIMARC

See: **UNI**versal **MA**chine-**R**eadable **C**ataloging.

union catalog

A list of the holdings of all the libraries in a library system, or of all or a portion of the collections of a group of independent libraries, indicating by name and/or location symbol which libraries own at least one copy of each item. When the main purpose of a union catalog is to indicate location, the bibliographic description provided in each entry may be reduced to a minimum, but when it also serves other purposes, description is more complete. The arrangement of a union catalog is normally alphabetical by author or title. ***See also***: National Union Catalog.

union list

A complete list of the holdings of a group of libraries of materials 1) of a specific type, 2) on a certain subject, or 3) in a particular field, usually compiled for the purpose of resource sharing (*example*: ***Union List of Serials in the Libraries of the United States and Canada*** and its continuation ***New Serial Titles*** issued by the Library of Congress). The entry for each bibliographic item includes a list of codes representing the libraries owning at least one copy. Union lists are usually printed, but some have been converted into online databases.

unitary term

A heading or indexing term composed of two or more nouns joined by the conjunction "and," treated as a single subject because their meanings overlap to such an extent that the literature about them is not clearly separated. Each part is seen as approximating the whole, as in the Library of Congress subject heading **Forests and forestry**. Not all headings of this form are unitary (*example*: **Forestry and community**).

Universal Copyright Convention (UCC)

An international copyright convention drafted in 1952 under the auspices of UNESCO, revised in 1971 and ratified by over sixty-five countries, including the United States. Under its terms, each signatory nation extends to foreign works the

same copyright protection it gives to works published within its territory by one of its own citizens. ***See also***: *Berne Convention*.

Universal Decimal Classification (UDC)

An elaborate expansion of Dewey Decimal Classification in which symbols are used, in addition to arabic numerals, to create longer notations used in subject classification, making it more flexible than DDC and particularly suitable for specialized collections. Developed by Henri La Fontaine and Paul Otlet of the Institut Internationale de Bibliographie, **UDC** was first published in a French edition in 1905. Adopted by the International Organization for Standardization (ISO), it has been translated into many languages, is revised regularly by an international group, and has become the most widely used classification system in the world. Click here to connect to the Web site maintained by the UDC Consortium.

Universal Machine-Readable Cataloging (UNIMARC)

The most comprehensive version of the MARC format for cataloging bibliographic items, **UNIMARC** was first published in 1977 and is currently developed under the sponsorship of the IFLA Universal Bibliographic Control and International MARC Core Activity (UBCIM) program to facilitate the international exchange of bibliographic records between national bibliographic agencies. Click here to learn more about the current edition of **UNIMARC**.

university library

A library or library system established, administered, and funded by a university, to meet the information, research, and curriculum needs of its students, faculty, and staff. Some large universities maintain separate undergraduate and graduate libraries. Compare with college library. ***See also***: departmental library and Association of College and Research Libraries.

university press

A publishing house associated with a university or other scholarly institution, specializing in the publication of scholarly books and journals, particularly works written by its faculty (*example*: Johns Hopkins University Press). Most university presses operate on a nonprofit basis, relying on a committee of senior faculty members to select manuscripts for publication. The trade association of university presses in North America is the Association of American University Presses (AAUP). Compare with popular press and trade publisher.

UNIX

An operating system developed at Bell Labs in 1969, **UNIX** supports multiple users and multitasking, and has gone through many versions. It runs on a variety of hardware platforms and remains popular at academic and scientific institutions, particularly those that received it free-of-charge from AT&T in the early stages of its development. ***See also***: Windows.

unknown authorship

A work for which the author (or authors) are unknown or cannot be identified with certainty, including works emanating from a corporate body that is unknown or lacks

a name. Libraries catalog such works under the title (*example*: ***Chanson de Roland***). In *AACR2*, if the work is attributed to one or more persons or corporate bodies, added entries are made under their names. Synonymous with anonymous. Compare with diffuse authorship.

unlettered

A binding that has neither the title nor the author's name is displayed on the spine, making its content difficult to identify when placed upright alongside other volumes on the shelf.

unmounted

See: mounted.

unopened

A book in which the bolts are left uncut in binding. Once the leaves have been slit by hand with a paper knife or other thin-edged implement, the volume is said to have been opened.

unpaged

Pages of a book or other publication not assigned individual page numbers, usually found in the front matter. The cataloger records the number of such pages in the physical description area of the bibliographic record, as an interpolation inside square brackets (*example*: [15] p.). Compare with unpaginated.

unpaginated

A book or other publication in which the pages of the text are not numbered or sequentially marked. The total number of pages in an unpaginated work is noted by the cataloger as an interpolation inside square brackets in the physical description area of the bibliographic record (*example*: [118] p.). The opposite of paginated. Compare with unpaged.

unprintable

A word or phrase considered unfit to be printed, usually for reasons of obscenity, sometimes indicated in text by the first letter followed by an asterisk substituted for each of the remaining letters (**h*****).

unprotected

Data accessible to modification or deletion by unauthorized persons because it is stored in a file or on a disk that is not secured.

unpublished

A work in the process of publication that has yet to be issued. Also, a manuscript or typescript never published, either because it was not intended for publication or because the author was unable to find a publisher. Compare with semipublished.

unsigned

A written work, such as an entry in a reference book or article in a magazine, that does not include the name of the author, usually an indication that the piece was written by a paid staff writer. In a more general sense, any written document that does

not indicate the identity of the author, especially a letter or legal instrument lacking a signature. The opposite of signed. Compare with anonymous.

untouched
A term describing early printed books (incunabula) that have been neither rubricated nor illuminated.

untrimmed
See: uncut.

unzip
See: zip.

update
To make a news story, data file, reference work, or other information source current, usually by revising existing content or substituting new material. Bibliographic databases are updated on a regular basis by adding records representing newly published items. Frequency of update is usually given in the database description. Printed indexes and abstracting services are updated in monthly or quarterly paperbound supplements, usually cumulated annually. Legal publications (statutes, case law, etc.) may also be updated in supplements, but most reference works are revised and republished in a new edition.

updated
A work from which outdated information has been removed and current information substituted, or to which more recent information has been added. Printed publications may be updated in supplements (*example*: legal statutes and case law) or revised and republished in a new edition. The currency of information provided on a Web site is indicated in the note "Last updated on [date]" usually found near the bottom of the welcome screen. ***See also***: expanded edition and revised edition.

upgrade
To improve existing hardware or software by replacing it with a model or version that has new features and/or additional capabilities. Software upgrades are usually indicated sequentially by a decimal number added to the name of the application. Compare with migration.

In employment, to reclassify a job at a higher grade, usually moving it to a higher pay scale.

upload
To transmit a copy of one or more files from a local computer to the hard disk of another (usually more remote) computer, such as a mainframe or network server, a process that may require terminal emulation software. The opposite of download.

uppercase
Capital letters, as opposed to the small or lowercase letters of a type font. The terms *uppercase* and *lowercase* are derived from the relative positions of the compartments in the wood or metal case containing elements of type bearing capital letters and small

letters at a typesetter's bench in the days when type was set by hand (letterpress). Also spelled *upper case*. ***See also***: majuscule.

Urban Libraries Council (ULC)

Founded in 1971, **ULC** is an association of approximately 150 public libraries located in metropolitan areas of the United States with 50,000 or more inhabitants, and the corporations that serve them, organized to solve common problems, take advantage of new opportunities, and foster applied research to improve professional practice. **ULC** is an affiliate of the American Library Association. Click here to connect to the **ULC** homepage.

URL

See: **U**niform **R**esource **L**ocator.

usability

The ease with which a computer interface can be efficiently and effectively used, especially by a novice. The first priority in designing for usability is to provide clear, consistent navigation of content. Some libraries employ usability testing to evaluate the user-friendliness of their Web pages. ***See also***: help screen.

usability testing

Quantifiable methods used to determine the ease with which the design of a computer interface, such as an online catalog or Web site, meets the needs of its users, including direct observation of actual search behavior, interviewing, surveys, and exploratory activities in which volunteers are asked to organize categories of information according to their own preferences. Without usability testing, librarians tend to design systems from a trained perspective, based on assumptions about information-seeking behavior that do not necessarily reflect the experiences of actual users.

usage

The number of times a bibliographic item is used by library patrons during a given period of time, including the number of times it is checked out and any in-house use measured by the number of times it is picked up from a desk or table in a public area for reshelving. In academic libraries, *high-use* materials may be given a shorter loan period, or placed on reserve or in the reference section. In some libraries, *low-use* items may be candidates for weeding. Usage statistics are also helpful in collection development.

Also refers to the generally accepted way in which a word, phrase, or language is used to express an idea in speech or writing, which may or may not be grammatically correct. Handbooks of English usage are available in the reference section of most academic libraries (*example*: ***The New Fowler's Modern English Usage***).

U.S. Copyright Office

The agency of the U.S. federal government responsible for administering copyright law, a unit of the Library of Congress. Although the first federal copyright law was passed in 1790, copyright functions were not centralized under the Library of

Congress until 1870 and the **Copyright Office** did not become a separate department of the Library of Congress until 1897. In addition to administering federal law protecting the intellectual property rights of American citizens, the **Copyright Office** also provides expertise to Congress on matters related to intellectual property, advises and assists Congress in drafting proposed changes in U.S. copyright law, advises Congress on compliance with international copyright agreements, serves as a depository for works registered under U.S. copyright law, and furnishes information to the general public on copyright law and registration. Click here to connect to the homepage of the **U.S. Copyright Office**.

USE

An instruction used in an entry in a subject headings list or thesaurus of controlled vocabulary to direct the user from a synonym or quasi-synonym to the preferred term under which items on the topic are cataloged or indexed (*example*: **Reading Therapy** USE **Bibliotherapy** in the *Thesaurus of ERIC Descriptors*). Compare with *see*.

used book

A book that has had at least one previous owner. The condition of the cover and leaves is an indication of the amount of use a volume has received. Sometimes used books are found upon appraisal to be rare and valuable, especially copies of a first edition. Synonymous with *secondhand book*. ***See also***: ex-library copy and used bookstore.

used bookstore

A bookstore that specializes in books that have had at least one previous owner, sometimes limited to a particular genre, such as mystery or science fiction. Unless a used book is rare or out of print, it is usually priced on the basis of condition, lower than the list price of a new copy. Some bookstores sell both new *and* used books. Synonymous with *secondhand bookstore*.

used for (UF)

A phrase indicating terms synonymous with an authorized subject heading or descriptor, *not* used in cataloging or indexing to avoid scatter. In a subject headings list or thesaurus of controlled vocabulary, synonyms are given immediately following the official heading. In the alphabetical list of indexing terms, they are included as lead-in vocabulary followed by a *see* or USE cross-reference directing the user to the correct heading. ***See also***: syndetic structure.

Examples:

Library of Congress Subject Headings (LCSH):

Domestic violence
    USE Family violence
Family violence
    UF Domestic violence

Thesaurus of ERIC Descriptors:

Physical Disabilities
    UF Physical Handicaps

Physical Handicaps
USE Physical Disabilities

use life

The length of time or number of times an item can be used before it becomes so worn that it is no longer fit for use and has to be discarded. For books, use life depends on quality of paper, strength of binding, and actions taken to protect the cover, such as enclosing the dust jacket in a washable plastic sleeve.

user

See: patron.

user area

The amount of floor space in a library that can be assigned for use by patrons, as opposed to the area required for the use of staff, closed stacks, automation and HVAC equipment, maintenance, storage, etc.

user education

All the activities involved in teaching users how to make the best possible use of library resources, services, and facilities, including formal and informal instruction delivered by a librarian or other staff member one-on-one or in a group. Also includes online tutorials, audiovisual materials, and printed guides and pathfinders. A broader term than bibliographic instruction.

user-friendly

Computer software or hardware designed to be easy to use or operate, even by a complete novice. Most user-friendly systems include point-of-use instruction and readily accessible help screens, written in language that is clear and easy to comprehend. User-friendliness was a prime consideration in the design of the graphical user interface (GUI) that made the Windows and Macintosh operating systems a commercial success. ***See also***: usability testing.

user group

The individuals within the population served by a library who actually make use of its services and collections on a fairly regular basis. Synonymous with clientele. Compare with constituency.

Also refers to a group of users of a service or software/hardware product (or brand of products) who meet periodically and keep in contact, usually via e-mail, to enhance their understanding of the product(s), discuss problems they experience, and suggest improvements to the vendor. Systems librarians often participate in the user group for their library's catalog software.

user ID

See: username.

username

A permanent code which an authorized user must enter into a computer system to logon and gain access to its resources, usually consisting of the full name

(**john.wilson**), or the surname plus the initial(s) of the given name(s) (**wilsonj**) or one or more arabic numerals (**wilson001**). Synonymous with *user ID*. ***See also***: password and PIN.

user profile

See: interest profile.

user survey

A questionnaire administered to users of a library or library system to find out what brings them to the library, how they normally use the resources and services it provides, their subjective evaluation of the quality of their experiences, and any suggestions for improvement (feedback). In a longitudinal study, the same or a similar survey instrument is administered more than once, after a suitable interval of time has elapsed, to measure changes in usage patterns, attitudes, etc.

user warrant

The addition of a term to an indexing language, or the assignment of an existing descriptor to documents by an indexer, based on the frequency with which it is requested or included in the search statements entered as input by the users of an information retrieval system. Compare with literary warrant.

U.S. Government Printing Office

See: GPO.

utility

A small program that expands the capability of a computer's operating system by enabling it to perform an additional task, usually something as routine as managing a disk drive, printer, scanner, or other peripheral device. Unlike the basic operating system, utilities can be added and removed as needed. A utility differs from an application program in being less complex, usually limited to a single function.

utopia

A term coined by Thomas More from the Greek *ou* ("no" or "not") and *topos* ("place"). A literary or artistic work in which the setting is an ideal society, usually one existing in a future time or imaginary place (*example*: ***Looking Backward*** by Edward Bellamy). Utopias are created by authors who feel nostalgia for an idealized past, or who wish to call attention to the need to reform existing social, political, or economic institutions. The opposite of *dystopia*. ***See also***: fantasy.

UV

See: ultraviolet.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

V

vacuum freeze dry

An expensive conservation procedure in which wet library materials are frozen, then placed in a chamber from which the air is extracted, causing the water (in the form of ice) to vaporize.

vade mecum

Latin for "go with me." A small book, such as a guidebook, handbook, or manual, meant to be carried about and used for quick reference. In a more general sense, any item that is regularly carried by a person. Also spelled *vade-mecum*. Plural: *vade mecums*.

vandalism

Damage to library collections, furnishings, or facilities which is intentional rather than accidental, usually motivated by anger or malice on the part of the perpetrator. Vandalism detracts from the physical appearance of a library and its resources. The cost of repair or replacement puts an unwelcome burden on the budget. To avoid detection, most acts of vandalism are committed in unstaffed locations or after hours. Some libraries employ a security guard to keep an eye on areas not visible from at least one public service point when the library is open.

vanilla text

Text written on a computer, usually with the aid of a text editor or word processing software, in a standard font with no formatting (boldface, italics, etc.), usually with a filename ending in **.txt**. Synonymous with *plaintext*. ***See also***: ASCII.

vanity press

See: vanity publisher.

vanity publisher

A type of publisher, more common in the United States than in other countries, that specializes in producing books at the author's expense, used mainly by writers whose works have been rejected by commercial publishers, and by individuals of private means who are convinced they have an important message to impart to the world. In England, vanity publishing is used primarily for poetry. Books published by vanity publishers are avoided by reviewers and rarely purchased by retail booksellers and libraries. Synonymous with *vanity press*. Compare with private press and self-publishing. ***See also***: sponsored book.

variable control field

A variable field of the MARC record (tagged 00X with X in the range of 1-9) containing neither indicators nor subfields codes, reserved for a single data element or series of fixed-length data elements identified by the relative position of characters. For example, field 008 containing 40 characters of encoded information about the record as a whole, such as the date it was entered into the database, frequency of publication, etc. Compare with variable data field.

variable data field

A variable field of the MARC record (tagged 1XX-9XX with XX in the range of

00-99) that has two indicator positions following the tag and usually contains textual rather than coded information, consisting of one or more elements of bibliographic description, each recorded in a separate subfield preceded by a two-character subfield code. Compare with variable control field.

variable field
A field of the MARC record that varies in length, containing either coded data or text, subdivided into logical elements recorded in separate subfields. All the fields in the MARC record are variable except the 24-character leader and the 005, 007, and 008 fields which are of fixed length. Variable fields are of two types: variable control fields (tagged 00X) which include neither indicators nor subfield codes, and variable data fields (tagged 1XX-9XX with XX in the range of 00-99) which include two indicator positions following the tag and a subfield code at the beginning of each data element.

variant
A copy of a book that differs slightly in one or more points from others of the same impression, or from a previous printing of the same edition. The differences may occur in the sections, binding, or both. Once priority of publication has been conclusively established, such variations are referred to as issues and states. Also refers to one of two or more slightly different early texts of a literary work, for example, the plays of Shakespeare that survive in multiple versions. Abbreviated *var*.

Also, one of several forms of a word retrieved when the truncated stem of a word is used as a search term in a keywords search, for example, the terms *videocassette*, *videodisc*, *videorecording*, and *videotape* retrieved by truncating the root "video" (**video*** or **video$**).

variant edition
An edition that includes changes made in the work by the author, sometimes ranging from first composition all the way to publication in a definitive edition, allowing the reader to see the evolution of the text. Compare with variorum edition.

variorum edition
From the Latin phrase *cum notis variorum* meaning "with notes from various persons." An edition based on scholarly comparison and interpretation of several previously published versions of the text, which also includes commentary written by various editors. Compare with variant edition. ***See also***: definitive edition.

various dates (v.d.)
A phrase used to indicate that a set or series of volumes contains works that have different publication dates.

varnish
The glossy coating applied to the printed surface of the paper cover or dust jacket on a new book, for protection and to enhance its visual appeal. Varnish can be expensive when applied in a separate press run. A second pass is not required when varnish is added to gloss ink.

Vatican Library

Although the Catholic popes always had private libraries, in the 15th century Pope Nicholas V created a library specifically for the clerics and scholars who lived and worked in and around the papal palace. A suite of rooms was set aside, and he began collecting the most beautiful manuscript books of the time. Pope Sixtus IV continued the work, and the library's holdings grew rapidly from about 1,200 books in 1455 to 3,500 in 1481 when the first handwritten catalog was made by the librarian Platina.

From the beginning, the library included not only Bibles and works on theology and canon law, but also secular works, particularly the Greek and Latin classics which the popes collected in texts as close to the original as they could find. During the Renaissance, the **Vatican Library** became a center of classical culture in Europe and its librarians were often distinguished scholars. It continues to be one of the great libraries of the Western world, attracting scholars of all nationalities to its collections of important historical documents and rare and fine books. Click here to see the online exhibit ***Rome Reborn: The Vatican Library & Renaissance Culture*** sponsored by the Library of Congress.

V-chip

A microchip installed in a television set, designed to allow parents to block access to programs containing content considered unsuitable for children (violence, explicit sex, adult language, etc.). In 1996, Congress passed legislation requiring manufacturers of television receivers to install the V-chip in sets sold in the United States (13-inch or larger). However, according to the *Christian Science Monitor*, a survey released in July, 2001 found that only 7% of parents with children 2-17 years old use the V-chip in their television set, either because they own an older set, do not know if their set has a V-chip, or find it difficult to use. 56% said they use the rating displayed on the screen before a program begins to make decisions about their children's viewing. ***See also***: censorship.

VCR

An initialism for ***v****ideo* ***c****assette* ***r****ecorder*, an electronic device designed to record onto videotape (in VHS format) signals received by a standard television receiver, for playback on a television monitor. **VCR**s are also used to play prerecorded videocassettes (feature films, documentaries, etc.). Although **VCR**s are analog machines, adapters are available that enable digital data to be stored on videotape as computer backup.

v.d.

An abbreviation of **v**arious **d**ates.

VDT

See: terminal.

vellum

A thin, fine parchment made from the polished skin of a newly born lamb, kid, or calf, dressed and polished with alum for use as a writing surface before paper came into widespread use in Europe, and also in bookbinding. Also refers to a manuscript

written on fine parchment, and to a fine-quality off-white paper made to resemble the animal membrane.

vending machine

A machine designed to automatically dispense goods when the correct amount of money, or a credit or debit card, is inserted and a selection made. In libraries, copy cards are often dispensed in this way.

vendor

A company in the business of providing access to a selection of bibliographic databases, online or on CD-ROM, by subscription (*examples*: EBSCO, ProQuest, Gale Group, SilverPlatter) or on a per search basis (OCLC *FirstSearch* and DIALOG), usually under licensing agreement. Providers of nonprint media are also commonly referred to as vendors.

In a more general sense, any company or agency that provides products or services to a library or library system for a fee. Click here to view the *Libweb* list of links to library-related companies in the United States.

Venn diagram

A graphical device in which closed circles (or ovals) are used to illustrate the logical relationship between sets of data: nonintersecting circles for sets with *no* elements in common; overlapping circles for sets with *some* but not all elements in common; and a circle within a circle for a set that is subset of another. Invented by Johann Sturm in 1661 and named after the English logician John Venn (1834-1923) who used them from 1880 onwards, Venn diagrams are used in bibliographic instruction to help students visualize the results of Boolean logic in keyword searching.

verbatim

In exactly the same words as the original source or text, word for word, as in a direct quotation.

verbatim et literatim

A Latin phrase meaning "word for word and letter for letter," precisely as written or printed. More loosely, a quotation, transcription, or translation that is faithful to the original. Also refers to a literal translation.

verification

The process of using bibliographic sources to ascertain that an author actually exists, or to determine the proper form of a name or the correct title of a work, usually prior to ordering or cataloging the item for a library collection. Compare with pre-order searching. In a more general sense, checking the truth or accuracy of any fact or statement, usually by consulting an authoritative source of information.

vernacular

From the Latin *vernaculus* meaning "native." In literature, works written in the daily language of a group of people, particularly the inhabitants of a specific geographic region, as distinct from the official language of the same population or area, for example, the language of the novels of Thomas Hardy, in which English country folk

speak and act in a manner appropriate to their rural origins. ***See also***: vernacular name.

vernacular name

The form of a person's name used in reference sources published in his or her country of birth or permanent residence. In *AACR2*, the cataloger is instructed to use the form of the name that has become well-established in English-language reference sources, and to make appropriate references from other forms (*example*: **'Umar Khayyam** *see* **Omar Khayyam**).

versal

In medieval manuscripts, a large ornamental capital letter written on the inner margin or extending partly into the text, to indicate the beginning of a paragraph, verse, or important passage. The earliest examples were outlined in dots, ornamented with flourishes, or written in ink of contrasting color, but by the 15th century versals had developed into elaborately illuminated initial letters. The larger size meant that a versal occupied several lines, with its top usually aligned with the minuscules of the word to which it belonged.

verse

A sequence of words arranged in accordance with established rules of metrical composition, rhyme, etc. Also, a set of lines comprising one unit in the overall pattern of a metrical composition (song, ballad, etc.) written in several sections of similar form, aside from any refrain. Synonymous in this sense with *stanza*. Also used as a general term for light poetry. ***See also***: doggerel and limerick.

In a sacred text, such as the *Bible*, one or more sentences forming a division of a chapter, usually numbered for reference.

versification

The transformation of a prose work into poetic or metrical language. Also, the overall structure or style in which a poetic work is composed.

version

One of several variations of an intellectual work, possibly created for a purpose or use other than the one originally intended. Also, a variant form of a work of unknown or uncertain authorship, such as a fairy tale or legend. Also refers to a specific translation of the *Bible*, or any of its parts (*example*: ***King James Version***). Abbreviated *vers*. Compare with adaptation and edition.

In computer software, a specific upgrade of an operating system or application program, usually indicated by a decimal number following the title, for example, **5.0** to indicate a significant upgrade, **5.1** a modification containing routine enhancements, and **5.11** a follow-up, perhaps to correct a minor bug in the previous version. As a general rule, there is greater risk in purchasing version 1.0 of a software program than in purchasing subsequent versions.

verso

From the Latin phrase *verso folio* meaning "with the page turned." The back side of a book or the left-hand page of an opening in a book or other publication, usually assigned an even page number. Publisher's imprint, publication date, notice of copyright, ISBN, and CIP are usually given on the verso of the title page of a book. Also refers to the reverse side of a single printed sheet, the side intended by the printer to be read second. The opposite of recto.

vertical file

A collection of loose clippings, pictures, illustrations, pamphlets, or other materials of an ephemeral nature which, because of size and format, are filed on edge in drawers or in a box, usually organized in folders by subject or some other classification system to facilitate retrieval. Also refers to the filing cabinet in which such materials are stored.

VGA

An initialism for **V**ideo **G**raphics **A**rray, a standard video adapter in an IBM PC, capable of producing resolutions of 640 x 480 pixels in up to 256 colors. Superseded by SVGA.

VHS

An initialism for **V**ideo **H**ome **S**ystem, a video recording and playback format consisting of hard plastic cassettes containing half-inch videotape. Introduced by JVC in 1976 to compete with Sony's Beta format, **VHS** has since become the industry standard for both home and commercial use. SVHS (Super VHS) was developed to improve resolution. ***See also***: VCR.

vide

The imperative form of the Latin verb *videre*, "to see." Used in the sense of "refer to" in footnotes to direct the reader's attention to a specific passage, page, chapter, or work. Abbreviated *v.* or *vid.*

videocassette

A recorded videotape permanently enclosed in a hard plastic case containing two take-up reels to which the ends of the tape are permanently attached for playback and rewinding. In the United States, the standard format for videotapes is VHS. Most libraries shelve videocassettes in a separate section, but in some libraries they are integrated into the circulating collection by call number. To satisfy demand and encourage prompt return, the loan period for videocassettes may be shorter and the overdue fine higher than for books. Compare with videorecording.

video clip

A short section of a longer work produced on videotape, used in a broadcast or incorporated into another work such as a Web page, usually for promotional purposes or to give the viewer a brief impression of the whole. Compare with film clip.

videoconference

A meeting of two or more participants, conducted in real time at a distance using a video camera, microphone, and large television monitor or computer screen installed

at each location, linked by satellite or digital network. *Videoconferencing* can save time and travel expense, especially in distance learning and in organizations with geographically separate units. Also spelled *video conference*.

videodisc

A large optical disk, usually made of plastic with a reflective metal coating, on which visual images and associated audio signals are recorded for subsequent playback on a *videodisc player* attached to a television receiver and monitor. Compare with videorecording. Synonymous with *optical digital disk*. ***See also***: DVD.

videorecording

A generic term for an electronic medium in which visual images, usually in motion and accompanied by synchronized sound, are recorded for playback by means of a television receiver and monitor. The category includes videotape and videodisc. Videorecordings are listed by title and indexed by subject, credits, awards, and special formats in ***Video Source Book***, an annual reference serial published by the National Video Clearinghouse. ***See also***: full-motion video and Video Round Table.

Video Round Table (VRT)

A round table of the American Library Association, **VRT** provides leadership on issues related to video collections, programs, and services in all types of libraries, including copyright, pricing, censorship, and preservation. **VRT** also forms alliances with the film and video production and distribution industry to promote diverse, high-quality video production. Click here to connect to the **VRT** homepage.

videotape

Magnetic tape on which visual images and accompanying sound are recorded for subsequent playback via a television receiver and monitor, usually sold in the form of a videocassette. The industry standard is one-half inch wide tape (VHS). Compare with videorecording. ***See also***: educational videotape and streaming video.

videotex

An interactive (two-way) telecommunication system in which a television receiver is adapted to enable computer databases to be searched over a telephone line or cable, using a menu-system or keyboard for input. Search results are displayed on the television screen. Synonymous in Britain with *viewdata*. Compare with teletext.

view

In cartography, a representation of a landscape from a perspective that makes details appear as if projected on an oblique plane, for example, a bird's-eye view, panorama, or worm's-eye view, sometimes used for comic effect.

viewing room

A special room in a library, equipped with projection equipment for viewing motion pictures, videorecordings, or DVDs, individually or in a group. Viewing equipment may include a film projector and screen, and a VCR and/or DVD player attached to a large-screen television monitor or LCD projector. Use of the equipment is usually limited to registered borrowers and may be by appointment only. ***See also***: listening

room

vignette

A small illustration or decoration appearing on or before a title page, or at the beginning or end of a chapter in a book. In illuminated manuscripts, a small design, usually circular or oval in shape, consisting of vine leaves and tendrils, used to decorate an initial letter, border, or miniature.

Also refers to a circular image without a border, and edges that gradually shade into the blank space of the page, used for portraits, photographs, and engravings in 18th- and 19th-century publications.

In literature, a sketch characterized by conciseness of style and delicacy of feeling, which gives a brief but poignant impression of a scene, character, or situation, without elements of plot. A vignette can be part of a longer work.

vinyl

See: phonograph record.

virgule

See: slash.

virtual

An adjective referring to activities, objects, beings, and places that have no actual physical reality because they exist only in digital form (in cyberspace), for example, an e-mail "box" or an electronic "shopping cart."

virtual library

A "library without walls" in which the collections do not exist on paper, microform, or in any tangible form, but are electronically accessible in digital format. Such libraries exist only on a very limited scale, but in most traditional print-based libraries in the United States, catalogs and periodical indexes are available online, and the full-text of some periodicals and reference works may also be available electronically. Some libraries and library systems call themselves "virtual" because they offer online services (*example*: *Colorado Virtual Library*).

The term digital library is more appropriate because the term *virtual* (borrowed from "virtual reality") suggests that the experience of using such a library is not the same as the "real" thing, when in fact, the experience of reading or viewing a document on a computer screen may be qualitatively different from reading the same publication in print, but the information content is the same regardless of format.

virtual reality

An electronic environment created especially for computer users, through the use of software that simulates the visual appearance of three-dimensional reality, but lacks physical substance, used mainly for training purposes and popular entertainment.

virtual tour

An online tour of a library's facilities, usually available over the Internet. Formats

vary, but some include clickable floor plans linked to photographs with accompanying text describing the collections and services available at each location.

virus

Software intended to harm the computers connected to a network, usually disseminated with malicious or hostile intent by persons who try to conceal their identity to avoid detection and prosecution. Most viruses are designed to attach to programs or parts of the operating system, where they replicate with destructive effect. To prevent this type of damage, LAN administrators install anti-virus software that automatically checks for viruses and eliminates them whenever possible. Anti-virus software can also be purchased by individual computer users who wish to protect their PCs. ***See also***: security and worm.

visual aid

An item, such as a motion picture, videocassette, slide, photograph, map, chart, model, specimen, etc., used by an instructor or pressenter to allow the audience to view an example or representation of what is being taught. Instruction librarians sometimes bring to the classroom reference books containing information pertinent to course content, to enable students to recognize them by sight.

visual dictionary

A dictionary in which words and phrases (grouped by subject, theme, or activity) are illustrated, usually in a line drawing on the same or the opposite page, with each term keyed to the corresponding feature of the diagram by a thin line or small reference number printed on the illustration. Dorling Kindersley has made a specialty of publishing this type of book for children. The format is also used in language dictionaries in which the terms corresponding to the illustrations are given in two languages. Synonymous with *pictorial dictionary* and *picture dictionary*.

visual display terminal (VDT)

See: terminal.

visually impaired

A person whose sight makes using library materials in conventional formats difficult, if not impossible. Library services designed to meet the needs of visually-impaired persons include Braille, large print, books-on-tape and other recorded media, and radio reading service. In the United States, these services are available through the federally-funded National Library Service for the Blind and Physically Handicapped (NLS).

Visual Resources Association (VRA)

An international organization established in 1982 to advance knowledge, research, and education in the field of visual information resources, **VRA** has a membership consisting of information media professionals, including digital image specialists; art, architecture, film, and video librarians and museum curators; slide, photograph, microfilm, and digital archivists; architectural firms; museums and galleries; publishers and image system vendors; rights and reproduction officials; photographers and artists; art historians; and scientists. **VRA** sponsors an annual

conference and publishes the quarterly *VRA Bulletin*. Click here to connect to the **VRA** homepage.

vital records

Records essential to an agency in the ongoing conduct of its business or affairs, without which it would cease to function effectively (*example*: the file of patron records used by a library in circulation transactions). For archivists, identifying and protecting vital records under every conceivable circumstance is a primary concern in records management and disaster planning.

viz.

An abbreviation of the Latin *videlicet* meaning "namely," "that is to say," or "to wit," used in text and footnotes to introduce a word or phrase added to explain more completely or precisely a previous word, phrase, or statement.

vocabulary

All the words used in a language. Also, all the words and phrases used by a particular person, group, or profession. Also refers to a list of words in a textbook for students learning a foreign language, usually printed at the end of the text containing them, or at the end of each chapter. Compare with glossary and lexicon. ***See also***: controlled vocabulary and vocabulary control.

vocabulary control

In indexing, the process of creating and maintaining a list of preferred terms to indicate 1) which of two or more equivalent terms will represent a concept as the authorized subject heading or descriptor in the classification system, and 2) the relations of hierarchy (broader and narrower terms) and association (related terms) among headings once they have been selected. Controlled vocabulary is recorded in a subject headings list or thesaurus updated as new concepts emerge and older terminology becomes obsolete. Compare with authority control.

vocabulary mapping

A function built into the search software of some bibliographic databases that allows the user to relate a specific search term to the appropriate subject heading(s) or descriptor(s), read a scope note explaining how each heading is used, view the hierarchical tree of headings to which it belongs, and select broader headings or narrower terms or subheadings to include in the search. Vocabulary mapping is available in large databases, such as *MEDLINE* and *PsycINFO*, which have a well-developed controlled vocabulary.

vocal score

The score of a musical work composed for voice (opera, oratorio, cantata, etc.) in which *all* the parts are shown in normal size on separate staves, with any accompaniment (ordinarily written for orchestra) reduced to two staves for performance on a keyboard instrument. Compare with chorus score.

voice mail

A messaging system that allows a person to send, receive, and store audio messages

using a standard telephone receiver. Also spelled *voicemail*. ***See also***: e-mail and FAX.

voice-over

In motion pictures, video, and television, a narration, commentary, or prepared text spoken by a person who is not seen on the screen, a technique widely used in advertising. In documentaries, the name of the narrator is usually given in the credits.

voice recognition

Technology capable of recognizing the sounds of human speech and converting them into digital signals for processing as input by a computer, used mainly in communications. In computing, command systems capable of recognizing a few hundred words eliminate the need for a mouse or keyboard in repetitive operations. Discrete systems, used in dictation, require the speaker to pause between words. Continuous recognition handles natural language at normal speed, but requires considerably more processing capability. Systems capable of understanding large vocabularies spoken at any speed are anticipated in the foreseeable future. ***See also***: artificial intelligence.

volume

In the bibliographic sense, a major division of a work, distinguished from other major divisions of the same work by having its own chief source of information and, in most cases, independent pagination, foliation, or signatures, even when not bound in a separate cover. In a set, the individual volumes are usually numbered, with any indexes at the end of the last volume. For a periodical, all the issues published during a given publishing period (usually a calendar year), bound or unbound. The volume number is usually printed on the front cover of each issue, and on the same page as the table of contents. In bound periodicals, it is impressed on the spine.

In the physical sense, all the written or printed matter contained in a single binding. Volume as material entity does not necessarily correspond with volume as bibliographic entity (see multipart volume). Abbreviated *v.* or *vol.*

Also refers to the loudness of the sound(s) produced by a receiver (radio or television) or an electronic playback machine (phonograph, audiocassette or CD player, VCR, etc.), usually regulated by a *volume control* device that can be manipulated by the listener.

volumen

Latin for "a thing rolled up." A writing surface used in antiquity, consisting of papyrus or vellum sheets attached end-to-end, with text handwritten in columns on one side only, the lines running parallel with the edges of the roll. The last sheet was attached to a straight stick with knobbed ends called an umbilicus around which the manuscript was rolled. The rolls were stored in a box called a capsa or on deep shelves with a vellum label or ticket attached to one end for identification by title or contents. Synonymous with scroll. ***See also***: scrinium.

volume number

The number assigned to all the issues of a periodical published during a given publication period (usually a calendar year), beginning with number one for the period (year) in which the title was first issued. If the issues are bound in one or more physical volumes, the number is printed or impressed on the spine(s). In a multivolume reference work, such as an encyclopedia, the volume number appears on the spine and on the title page.

volume rights

The rights, usually negotiated with a publisher by the author or author's agent, to publish a work in volume form, including hardcover, paperback, book club, and textbook editions. Volume rights also include publication of the work in its entirety in a single issue of a periodical and reprinting, in full or in part, in an anthology. Compare with subsidiary rights.

volunteer

A person who works for a library or other organization without material recompense. Library volunteers are often retirees who wish to make a contribution by remaining actively engaged in their community. They perform a variety of tasks, depending on their skills and talents, including reshelving, physical processing, mending, storytelling, landscape maintenance, etc. ***See also***: Friends of the Library.

v.p.

An abbreviation of "**v**arious **p**ublishers" or "**v**arious **p**laces."

VRA

See: **V**isual **R**esources **A**ssociation.

VRT

See: **V**ideo **R**ound **T**able.

VT100

A type of mainframe terminal developed by Digital Equipment Corporation (DEC) which became the *de facto* industry standard, creating an environment in which other types of computers are required to use software that emulates VT100 in order to log on via Telnet to a mainframe.

Vulgate

From the Latin *vulgata* meaning "popular." A Latin translation of the *Bible* prepared in the 4th century by St. Jerome, which remained for centuries the version authorized by the Roman Catholic Church. In 1546, the Council of Trent, after considering all extant Latin translations, reaffirmed the Vulgate as the official version. The first book printed in Europe, the *Gutenberg Bible*, was an edition of the Vulgate.

v.y.

An abbreviation of "**v**arious **y**ears."

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ |

W

w.a.f.

An abbreviation of "**w**ith **a**ll **f**aults," used in the antiquarian book trade to refer to the condition of a book offered for sale *as is*, not returnable if found to be defective.

wages

Money paid to an employee for the total number of hours worked in a given period (weekly, biweekly, monthly), computed at an hourly rate. Library staff employed part-time are usually paid by the hour. Compare with salary.

wallpaper

The decorative background pattern or image against which windows, menus, icons, and other visual elements are displayed and manipulated in a graphical user interface (GUI), usually created in JPEG or GIF file format. Some systems allow the user to select a wallpaper from a variety of different designs. Files of wallpaper designs are also available online from third-parties. Wallpapers can be custom-designed to display a distinctive element, such as a logo, trademark, or other symbol of institutional identity. Compare with screen saver.

wall shelving

Single-sided shelving placed against a wall and sometimes attached to it, as opposed to free-standing shelving (usually double-sided) designed to stand on its own away from a wall or other support. Shelving of both types is manufactured in sections to allow libraries to assemble ranges of varying length.

WAN

See: **w**ide **a**rea **n**etwork.

wand

See: light-pen.

warm boot

See: reboot.

warping

A twist or bend in a book cover that occurs after binding or casing, severe enough to prevent the volume from lying flat, usually caused by dampness. In newly bound books, the condition may be caused by differences in the expansion and/or contraction of the materials used in the case or cover. Warping can be minimized in binding by using well-dried boards, endpapers with the grain running from head to foot, and adhesives of low water content, and by proper pressing. In libraries, it is controlled by storing books in a dry, well-ventilated place.

warranty

A fixed period of time, specified in the sales agreement, during which the seller is required to repair or replace a piece of equipment that does not function properly. Once the warranty period has expired, the purchaser must pay for repairs unless a maintenance contract has been signed. As a general rule, length of warranty is an indication of the manufacturer's confidence in the product.

washing

A labor-intensive preservation technique in which an item printed on paper, such as a map or print, is treated with a mild chemical solution to remove stains, writing, foxing, or acid, then pressed and resized. For bound publications, the process usually necessitates rebinding.

In photography, immersion of a print in clean running water during the developing process to remove fixatives. Improperly washed photographic prints eventually discolor and deteriorate.

water-damaged

Library materials that have been exposed to wet or damp conditions, usually as a result of leakage, flooding, or accident. Exposure of print materials to moisture can cause swelling, warping, staining, and contamination with mildew and mold. Water-damage can be very difficult to repair. ***See also***: preservation.

watermark

A faintly translucent papermaker's mark, consisting of lettering and/or a design that can be seen faintly in a sheet of quality paper when it is held up to a light source. In hand papermaking, the design is made by sewing or soldering twisted wire to the mold, causing the layer of moist fiber to be thinner over the wire. In mechanized papermaking, the wire is impressed on the moist fiber by a cylinder called the dandy roll.

Watermarks were originally intended to identify and date the source of production, but in time came to designate paper size. Modern watermarks are sometimes used to provide security against forgery. The paper used in a deluxe edition may be watermarked to indicate that it was made especially for the edition. Synonymous with *papermark*. ***See also***: countermark.

In word processing, a design or lettering printed in a shade of gray across a page, over which the text appears to be superimposed, for example, the word "Draft" to indicate that the text is not the final version. A *digital watermark* is a sequence of bits skillfully embedded in a data file, such as an audio CD or motion picture on DVD, to help identify the source of copies manufactured or distributed in violation of copyright.

waterstained

The condition of a book or other printed publication which has leaves or binding discolored by contact with water. ***See also***: water-damaged.

water tear

Paper separated along a moistened line to give the tear a soft, uneven, feathered edge

as the fibers gently pull apart without breaking, a technique is used in making delicate paste repairs in books and other print materials.

Web

See: World Wide Web (WWW).

Web address

See: URL.

Web browser

Client software that interprets the hypertext (HTML) code in which Web pages are written and allows documents and other data files available over the Internet to be viewed in graphical, as opposed to text-only format. In the United States, the most widely used Web browsers are *Netscape Navigator* and Microsoft ***Internet Explorer***. The appearance of a Web page may vary slightly depending on the type and version of browser used to view it.

Webcast

Simultaneous transmission of live or delayed audio or video programming over the World Wide Web to all who own the equipment needed to receive it, the Internet counterpart of broadcasting via radio or television. In a narrower sense, to send the same Web-based content (audio, video, graphics, text) to a group of Internet users, based on their individual needs or interests. Synonymous with *netcast*.

WebDewey

An enhanced version of the full Dewey Decimal Classification database available to full members and partial users of OCLC in conjunction with the CORC online cataloging project, ***WebDewey*** can be used to generate proposed Dewey class numbers for Web pages and other electronic resources. Click here to learn more about ***WebDewey***.

Web index

A search engine that organizes Web sites by subject content in a hierarchy of subject categories, from the most general to the most specific. For example, links to Web sites for "library and information science organizations" are listed in *Yahoo!* under:

Reference
  Libraries
    Library and Information Science
      Organizations

The URL in a Web index may reflect the hierarchical arrangement (dir.yahoo.com/Reference/Libraries/Library_and_Information_Science/Organizations/).

webliography

An enumerative list of digital resources on a specific topic or subject, available in print or on the Web (*example*: *Ralph Ellison Webliography* by Claude H. Pott). Typically, the URLs of any Web sites included in the resource list are embedded in the HTML document, enabling users to connect to the site by clicking on its hypertext

link. The OCLC CORC project is creating a database of electronic pathfinders to assist librarians in integrating and organizing their print and digital topic-specific resource guides. Also known as a *subject gateway*.

Weblog

A Web page providing a list of links and/or comments related to a topic or subject (broad or narrow in scope), arranged in reverse chronological order, the most recently added piece of information appearing first. An example in the field of library and information science is *LISNews.com* which accepts postings from its readers. A list of library Weblog sites is maintained by Peter Scott on *LibDex*. Scott also manages the Weblog *Library News Daily*. Synonymous with *blog*. The process of maintaining a Weblog is known as *blogging*.

Webmaster

The individual responsible for managing and maintaining a Web site, often the person who designed it, whose name usually appears near the bottom of the main page or welcome screen, usually with a contact link. In libraries, the Webmaster may be the systems librarian, a "techie," or a person who has acquired a knowledge of HTML and Web servers. Click here to connect to *The Library Web Manager's Reference Center*, a Web site maintained by the UC Berkeley Digital Library. Synonymous with *Web manager*.

WebPac

An online public access catalog (OPAC) that uses a graphical user interface (GUI) accessible via the World Wide Web, as opposed to a text-based interface accessible via Telnet.

Web page

An electronic document written in HTML script, stored on a Web server and accessible using Web browser software at a unique Internet address called a URL, usually one of a group of related, interlinked files that together comprise a Web site. A Web page may include formatted text, graphic material, audio and/or video elements, and links to other files on the Internet. ***See also***: personal Web page.

Web server

A computer capable of providing Internet access to Web-based resources and services in response to requests from client computers on which Web browser software is installed. A Web server includes the necessary hardware, and also the operating system, TCP/IP protocols, server software, and information content of the Web sites installed on it. Web server software is designed to accept requests from users to download HTML text, image, and audio files. ***See also***: client-server.

Web site

A group of related, interlinked Web pages installed on a Web server and accessible 24 hours a day to Internet users equipped with browser software. Most Web sites are created to represent the online presence of a company, organization, or institution, or are the work of a group or individual. The main page or welcome screen, called the homepage, usually displays the title of the site, the name of the person (or persons)

responsible for creating and maintaining it, and date of last update. Also spelled *Website*.

WebTV

A Microsoft trademark applied to technology that enables the user to search the Web via television, rather than a PC. A set-top box is installed containing an analog modem designed to make the connection to the Internet via a telephone line and convert data to a format that can be displayed on the television monitor, with navigation by hand-held remote control device or optional keyboard. To gain access, the user must establish an account with an Internet service provider. Synonymous with *Internet TV*.

Webzine

See: electronic magazine.

wedge-serif

A typeface with serifs that are triangular in shape, also known as latin.

weeding

The process of examining items in a library collection title-by-title to identify for permanent withdrawal those that are outdated, in worn condition, or no longer circulating, especially when space in the stacks is limited. Public libraries usually weed routinely on the basis of circulation. In academic libraries, weeding is done less frequently, usually only when the shelves become overcrowded, in anticipation of a move, or when a significant change occurs in curriculum, such as the elimination of a major. Weeding should be undertaken judiciously because out of print titles can be difficult to replace. Compare with deselection. ***See also***: exchange.

weekly

Issued once a week. Also refers to a serial issued once a week (*example*: *Publishers Weekly*). Most news magazines and some newspapers are published weekly (***Newsweek*** and ***Barron's***).

weight

The relative thickness of a typeface, which determines how dark it will appear on a printed page, indicated in typography by gradation (extra-light, light, semi-light, medium, semi-bold, bold, extra-bold, and ultra-bold). In selecting an appropriate weight of type for a proposed publication, the typographer must consider grade of paper, type of ink, and method of printing. Most books are printed in medium type, with bold or semi-bold used for headings and emphasis.

Also refers to the basis on which a unit of paper, such as a ream, is sold in the market place. The *M-weight* of a given size of paper is the weight of 1,000 sheets, measured in pounds.

weighting

Use of an algorithm to predict the relevance of documents retrieved in a search, usually based on the frequency of search terms and their location in the record (in title, descriptors, abstract, or text). Weighting allows records to be scored and

presented to the user in ranked order.

welcome screen

The first screen a user encounters upon logging on to a database, Web site, or application program. A well-designed welcome screen gives the title, scope and coverage, name of author and/or producer, host, and a basic set of options, with instructions for using the system and a link to a more detailed help screen if needed. A well-designed interface includes a direct link back to the welcome screen on all the subordinate screens.

western

A short story, novel, motion picture, or television program (or series) in which the setting is the 19th century American West and the characters are cowboys, frontiersmen, "outlaws," settlers, and indigenous people. Also refers to the fiction genre comprising such works.

whiteboard

A modern version of the erasable chalkboard, with a surface that is white, rather than the traditional black or green, made of a smooth material that can be written upon with *dry-erase* marking pens in various colors, easy to erase and not as messy as chalk. However, the plastic pens cannot be refilled and become nonbiodegradable waste. Whiteboards are available from library suppliers in reversible freestanding and single-sided wall-mountable models. Porcelain steel models are available for use with magnets. Synonymous with *markerboard*. ***See also***: smartboard.

white letter

A term used in early printing for roman type, as opposed to gothic or *black letter*.

white line

In printing, a line of spacing equal in depth to a line of printed matter, used before and after headings, long quotations, etc., to set them apart from the text.

white pages

The portion of a telephone directory in which the names, phone numbers, and street addresses of individuals residing in a specific city, town, or geographic area are listed alphabetically by surname, usually preceding the classified section (yellow pages) listing similar information for businesses and other organizations. White pages available on the Internet sometimes include e-mail addresses (see *WhoWhere?* from Lycos).

white paper

An official government report on any subject, especially one summarizing the results of an investigation or important policy decision of the British Parliament. Compare in this sense with green paper. The term is also used to refer to an authoritative report on a topic in technology, such as a new line of product development, sometimes available online, usually written by a person employed by a research company or vendor, or by an independent consultant.

white space

In printing, any area of a page (other than the margins) not occupied by type matter or illustration, for example, the unfilled space at the end of each line of a poem or at the end of a chapter. Compare with blank. ***See also***: fat matter and lean matter.

wholesaler

See: jobber.

Who's Who

A reference book or reference serial providing brief biographical information about well-known people who are still living. ***Who Was Who*** covers the lives of *deceased* persons of prominence. Titles beginning ***Who's Who in...*** cover the lives of important persons in a given field or profession. Those beginning ***Who's Who of...*** are usually devoted to individuals of a specific gender, nationality, or ethnic origin.

wide area network (WAN)

A communication network covering an extensive geographic area, such as a country, region, province, or state. Compare with LAN.

widow

In typography, a single word or phrase, or a line shorter than one-third the specified line length, at the end of a paragraph, when it appears at the head of a column or page of text matter. Skilled typographers consider fewer than three lines in this position awkward and avoid setting them if possible. ***See also***: orphan.

width

The dimension of a book or other bound item from spine to fore-edge, usually less than its height, the exception being volumes square or oblong in shape. In the library cataloging, the height of a book is given in the physical description area of the bibliographic record in centimeters, but not the width. Also refers to the horizontal dimension of a section of single- or double-sided shelving. Most library shelving is sold in sections 36 inches wide. ***See also***: depth.

wildcard

The search software used in some bibliographic databases allows a special character to be inserted in the middle of a search term in keyword searching to retrieve words containing *any* character or *no* character in the position, useful in retrieving irregular plurals and variant spellings of a word. The wildcard symbol is not standardized. Users are advised to read the help screen(s) in an unfamiliar database to see if wildcard is available and if so, what symbol is used. ***See also***: truncation.

Examples:

> **wom#n** or **wom?n** to retrieve records containing both *woman* and *women*
> **colo#r** or **colo?r** to retrieve records containing both *color* and *colour*

In computing, a symbol (usually the asterisk) available in most operating systems and application programs, which can be used in a filename to identify multiple files and directories, for example, *letter*.doc* to retrieve all the files with names ending in "doc" that begin with "letter." Most word processing applications also allow the user

to employ wildcard in text searches.

Wilson

See: H. W. Wilson.

WIMPS

An acronym for "**w**indows, **i**cons, **m**ouse, **p**ull-down menu**s**." Synonymous with graphical user interface (GUI).

window

A rectangular, scrollable viewing area in the graphical user interface of a microcomputer application that can be opened by the user, overwriting the entire screen or a portion of it. Windows can be resized, minimized to an icon when not needed, selected for editing and reference, or closed by the user at any time to facilitate multitasking (the use of two or more programs at the same time). Compare with frame.

Also refers to the opening cut out of the center of a mat, through which a mounted print is viewed, or out of the center of a card through which a mounted slide or frame of microfilm is viewed.

Windows

A user-friendly operating system developed in 1985 by Microsoft for PCs running on DOS, progressively upgraded to its current version. **Windows** got its start by emulating the graphical user interface (GUI) developed by Apple and has since become the industry standard for desktop microcomputers. ***See also***: Macintosh and UNIX.

WIPO

See: **W**orld **I**ntellectual **P**roperty **O**rganization.

wire coil

A continuous length of metal wire threaded through holes punched along the binding edge of the leaves of a book or notebook in spiral binding. Flexible hard plastic is also used for this purpose.

wireless

A method of connecting to the Internet via electromagnetic airwaves, rather than wire or cable. Telecommunication charges are eliminated, but an Internet service provider is still required to gain access to the Internet. Wireless technology enables the ISP to offer greater bandwidth without the expense of adding cable to its own connection. However, in most wireless systems "line of sight" is required, which means that the radio antenna installed at a library must have an unobstructed path to the antenna maintained by the ISP. Each client antenna can serve 50-100 workstations at T1 speed. Wireless technology is also be used *internally* by libraries with a direct connection to the Internet, for example, to network an instruction lab equipped with PCs or laptops.

wire service

See: news service.

with all faults (w.a.f.)

A term used by booksellers, book dealers, and auctioneers to inform prospective buyers that an item is offered for sale *as is* and may not be returned if found to be defective.

withdrawal

The process of deleting all references in a library catalog to an item that has been permanently removed from the collection without being replaced by another copy of the same edition. The item is usually stamped "withdrawn" to avoid confusion in the disposition process. Also refers to the item *withdrawn*. ***See also***: tracings and weeding.

witness

In bibliography, the version of a manuscript or incunabulum accepted as authoritative by most scholars qualified to speak on the subject. In binding, a book with the fore-edge so slightly trimmed that some pages are left rough.

wizard

A context-sensitive dialog box that *automatically* appears in some computer applications to ask the user if help is needed at a particular point in the program, as distinct from a help menu that can be selected by the user as needed. Wizards can usually be turned "off" if the user finds them intrusive.

woodcut

A method of printing from an inked block of medium-soft wood (usually pear or cherry) from which an artist has excised all but an illustration, working by hand with knife and gouge in the same direction as the grain of a plank cut lengthwise from the tree. The design may be drawn directly on the plank (usually in pencil), or transferred by rubbing a tracing made on paper. Also refers to the block itself and to the print made from it. By contrast, *wood engraving* is done with a tool called a burin or graver across the grain of a block of hardwood cut in cross-section.

The earliest known example of a woodcut is a copy of the ***Diamond Sutra*** printed in China in the 9th century AD. In early printing in Europe, woodblocks were locked with movable type to allow text and illustration to be inked together. To produce colored prints, separate blocks were cut for each color and successive impressions made on the same sheet.

word-by-word

A method of alphabetization in which headings that begin with the same word are arranged in alphabetical order by the next word, and so on, with punctuation marks treated as spaces ("New Testament" filed before "New, William" before "newt"). Also known as *nothing before something*. Compare with letter-by-letter.

wordless

A book or other publication without words, in which the story is told in a sequence of illustrations, a format used mainly in children's picture books (*example*: ***Clown*** (1995)

by Quentin Blake). Without text, the "reader" must interpret the meaning of the story from the visual images. Each reader may perceive a slightly different meaning in the pictures.

word processing

A method of converting information into readable text in which personnel, procedures, and equipment are organized for maximum efficiency and effectiveness. Word processing systems usually include a microcomputer with a keyboard for typing input, a monitor for the display of text, and a laser printer for producing high-quality output. An interface with a photosetting machine allows offset plates to be produced for printing.

work

An expression of human thought or emotion in language, signs, symbols, numerals, images, or other medium for purposes of communication and record. When such an expression is issued to the public, it is a published work. If the original author or creator is unknown, the work is anonymous. ***See also***: literary work, musical work, and work in progress.

As defined in *FRBR* (*Functional Requirements for Bibliographic Records*), a distinct intellectual or artistic creation, independent of any concrete realization or expression of its content (*example*: ***Beowulf*** as opposed to a specific text of the epic). The concept is abstract in specifying only the content which the various expressions of a work have in common. Under this definition, the boundaries of a work may be culturally determined. When modification of a work entails considerable independent intellectual or artistic endeavor, the result is treated as a new work (*example*: an adaptation of ***Beowulf*** intended for juvenile readers).

workaholic

A person who fails to balance work with activities that provide rest and relaxation. When chronic, this condition can eventually lead to burnout.

workbook

A separately published learning resource containing exercises, sample problems, worksheets, review questions, and other practice materials, usually with blank space for recording answers. When published in conjunction with a textbook, a workbook is usually bound in softcover, sometimes in a spiral or comb binding to allow it to open flat.

workflow

The manner in which work is passed from one member of a department to another, or from one department to another within a company, organization, or institution, to allow the steps necessary for completion to be executed in proper sequence. Efficiencies can sometimes be achieved by systematic analysis of workflow.

work form

In technical processing, a card or paper form that accompanies a newly acquired item from the beginning of cataloging to the point at which it is ready to be placed on the

shelf, with space for library staff to note any special instructions and data necessary to prepare catalog records, add cross-references, and physically prepare the item for use. Synonymous with *worksheet*.

working conditions

The surroundings in which work is accomplished, including factors affecting health and safety (lighting, sanitation, heating/cooling, noise, air quality, etc.) and comfort (parking, break time, child care, etc.). Companies, organizations, and institutions that employ large numbers of people often have a formal procedure or standing committee for handling complaints and suggestions concerning working conditions.

working title

The title provided by the author at the time a manuscript is submitted to the publisher, used during the editorial process, but sometimes altered slightly or changed completely before final publication to reflect the content more accurately or make the work more marketable.

work in progress

A written or artistic work published or exhibited in incomplete form, sometimes in parts, to be continued or completed by the author or creator at a later date. Large reference works requiring many years of painstaking research are sometimes published as the work progresses (*example*: ***Dictionary of American Regional English***).

workload

The amount of work to be completed in a given time by an employee or group of employees. How much is actually accomplished depends on speed, skill, motivation, working conditions, etc.

work mark

One or two letters added by the cataloger to the author mark at the end of a call number, consisting of the first letter or two of the first word of the title (initial articles excluded), to distinguish works by the same author which have the same classification (*example*: the **d** in the book number **D548d** to identify *David Copperfield* by Charles Dickens), or to subarrange editions of the same work. Synonymous with *work number*.

work number

See: work mark.

workroom

A room closed to the public, where technical processes and routine tasks are carried out in the library, for example, the receiving area of the serials department, where current issues of periodicals are checked in and prepared for use, and back issues are boxed to be shipped to the bindery or discarded.

worksheet

See: work form.

workshop

A meeting of people interested in learning more about a subject, or who wish to gain practical experience in the use of a technique, system, or resource, usually for the purpose of training or professional development. A workshop differs from a conference in being task-oriented and of shorter duration (usually one day or less), and may be open to attendees who do not necessarily share membership in a voluntary organization.

workstation

An area within a workplace, equipped with a personal computer and high-resolution monitor for accomplishing tasks that require the use of information in digital format (especially graphics), usually furnished with a desk, chair, and specially designed table to accommodate the PC and any peripheral equipment. If the microcomputer is networked, special wiring may be required. Also refers to a PC functioning as a client in a network. In this sense, compare with server.

world atlas

A reference book, usually of large size, containing maps of all the countries and regions of the world, printed in color, sometimes accompanied by explanatory text and statistical information, with an index of place names (gazetteer) in the back (*example*: ***The Times Atlas of the World***). Click here to connect to ***Atlapedia***, an online world atlas.

WorldCat

Formerly known as *OLUC*, ***WorldCat*** is the online union catalog of materials cataloged by OCLC member libraries and institutions, a rapidly growing bibliographic database containing over 48 million records representing materials published since 1000 BC in over 400 languages in a variety of formats (books, manuscripts, maps, music scores, newspapers, magazines, journals, theses and dissertations, sound recordings, films, videorecordings, computer programs, machine-readable data files, etc.). Updated daily, ***WorldCat*** is used by OCLC members and participants for cataloging and interlibrary loan, and is available for general use by licensing agreement through OCLC *FirstSearch*.

World Intellectual Property Organization (WIPO)

A specialized agency of the United Nations with headquarters in Geneva, **WIPO** is responsible for administering 21 international treaties concerning the protection of intellectual property through copyright, patent, and trademark law, for the benefit of its 177 member nations. Click here to connect to the **WIPO** homepage.

World Wide Web (WWW)

A global network of Internet servers providing access to documents written in a script called Hyper Text Markup Language (HTML) that allows content to be interlinked, locally and remotely. The "Web" was designed in 1989 by Tim Berners-Lee, working at the CERN high-energy physics lab in Geneva. Mark Andreeson, a student a the University of Illinois, later devised a simple point-and-click system called ***Mosaic*** that subsequently evolved into the *Netscape* Web browser. ***See also***: Web page and Web site.

worm

A type of computer virus that incapacitates a system by replicating itself through hard disk and memory, consuming space and resources without attaching itself to other programs. Anti-virus software is available to detect and eliminate known computer viruses before damage occurs. ***See also***: bookworm.

WORM

An initialism that stands for ***W****rite* ***O****nce,* ***R****ead* ***M****any*. Digital storage technology that allows data to be written once and read an unlimited number of times but not erased, used mainly to prevent archival data from being accidentally lost. WORM devices use double-sided optical disks that range in size from 5.25 to 14 inches wide, capable of storing 140 MB to 3 GB on each side. Acceptance in the market place has been hampered by the fact that WORM disks are not standardized, making them readable *only* on the type of drive used to write them. ***See also***: read-only and rewritable.

worming

The condition of a book in which small insects called bookworms have bored holes through the text block or binding, or left other visible traces of their unwelcome presence.

wove paper

Handmade paper that reveals a faintly translucent, fine mesh pattern when held up to a light source, the result of wires woven evenly like cloth in the paper mold. The same effect is achieved in machine-made paper by the pressure of the dandy roll. Compare with laid paper.

wrap-around

A publishing term for a cover design extending all the way from the front edge of a book over the spine and across the back board, usually seen in volumes containing a large proportion of pictorial content. ***See also***: pictorial.

wrapper

The printed or unprinted cover of a paperbound book or pamphlet, usually of a heavier grade of paper than the text and therefore not part of the printing that produced the publication. When made from the same paper as the text, it is known as a *self-wrapper*. Also refers to the outer covering on a magazine, usually made of kraft paper, added to protect the glossy cover from damage in the post. Compare with dust jacket.

writ

Historically, a command written in epistolary form, addressed to one or more officials under the seal of an English king, indicating that a specific action is to be performed or is prohibited. In a more general sense, any formal written document issued by a court or other judicial authority in the name of a sovereign or state, forbidding or ordering the person(s) to whom it is directed to perform a specific action (*example*: ***Writ of Habeas Corpus***, known as the "Great Writ" in English common law).

write-off

A bibliographic item or other piece of library property so badly damaged that it cannot be repaired, for which the cost of replacement cannot be recovered. Also refers to a debt that cannot be recovered, for example, an overdue fine that remains unpaid for so long that the library must clear it from the circulation record.

write once
See: WORM.

Writer's Market
An annual reference publication that provides directory listings for literary agents, book publishers, small presses, book producers, consumer magazines, trade journals, scriptwriting, newspaper syndicates, writing contests and literary awards, and other resources for writers. Click here to connect to *WritersMarket.com*. ***See also***: *Literary Market Place*.

WWW
See: **W**orld **W**ide **W**eb.

WYSIWYG
What **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et (pronounced "wizzy-wig"), an exact correspondence between text and/or graphics as displayed on a computer screen and its appearance when printed, difficult to achieve in reality because the resolution of monitor and printer rarely match. ***See also***: page preview.

XYZ

xerography
From the Greek *xeros* and *graphos*, meaning "dry writing." A method of reproducing text and/or images in which dry resinous toner transferred from an electrostatically charged plate is thermally adhered to a sheet of paper or some other copying surface inside a photocopier (originally called a *xerox machine*). The result is a photocopy or *xerox copy*. Xerography is a form of reprography.

x-height
The mean height of the lowercase letters of a typeface that have neither ascenders nor descenders, sometimes used instead of point size as an indication of type size. The x-height letters of the roman alphabet are: **a**, **c**, **e**, **m**, **n**, **o**, **r**, **s**, **u**, **v**, **w**, **x**, and **z**. The tops and bottoms of some letters such as the "c" and "o" may extend slightly above the mean line and below the base line. Also spelled *ex-height*. ***See also***: primary letter.

XML
See: E**X**tensible **M**arkup **L**anguage.

XR

See: returns.

x-rated

A motion picture or videorecording containing material considered suitable for adults only, usually because it contains material considered pornographic. The term is also applied to print publications containing adult material (magazines, photographs, etc.). ***See also***: unexpurgated.

x-ref

See: cross-reference.

XVGA

See: SVGA.

xylography

Printing done from blocks of wood, especially by the early process of wood engraving. The results are known as *xylographica*. ***See also***: block book and woodcut.

YA

An abbreviation of *young adult*, an adolescent aged 12-18, usually in the ninth to twelfth grade. ***See also***: young adult book and young adult services.

YA book

See: young adult book.

Yahoo!

*Yet **a**nother **h**ierarchically **o**fficious **o**racle*, a worldwide directory of Web sites developed in 1994 by two Stanford University engineering students to organize Web content in a hierarchical system of subject categories. ***Yahoo!*** also provides other Web-based services (news, weather, travel service, e-mail, shopping, games, etc.). It uses a smaller database than most other Web search engines, but searches in ***Yahoo!*** usually have higher precision because the Web sites it lists are selected by human beings, rather than robot software. Click here to connect to ***Yahoo!***

Originally coined by Jonathan Swift in ***Gulliver's Travels*** (1726) to refer to an imaginary race of coarse, brutish creatures in human form, the term was later applied by Mark Twain to any boorish person.

YALSA

See: **Y**oung **A**dult **L**ibrary **S**ervices **A**ssociation.

Yapp binding

A form of limp leather binding with rounded corners and squares that overlap the edges of the sections, sometimes by as much as half the thickness of the text block, named after William Yapp who used it on pocket Bibles sold in England in the mid-19th century. Geoffrey A. Glaister notes in ***Encyclopedia of the Book*** (Oak Knoll/British LIbrary, 1996) that a similar style of binding with tooled edges was used during the 16th century. Synonymous with *circuit edges*, *divinity circuit edges*, and *divinity edges*.

yearbook

An annual documentary, historical, or memorial compendium of facts, photographs, statistics, etc., about the events of the preceding year, often limited to a specific country, institution, discipline, or subject (*example*: ***Supreme Court Yearbook*** published by Congressional Quarterly). Optional yearbooks are offered by some publishers of general encyclopedias. Most libraries place yearbooks on continuation order and shelve them in the reference collection. Yearbooks of historical significance may be stored in archives or special collections. Also spelled *year book*. Compare with annual.

Also refers to an annual high school or college publication commemorating a particular school year or graduating class in photographs, usually sold in hardcover to seniors by advance special order at the end of the school year.

yellowback

An inexpensive popular novel bound in a shiny yellow paper or board cover with a picture printed on the front, usually a woodcut in three colors, a type of publication that originated in England in the 1850's and was used until the end of the century for inexpensive reprint editions. Also spelled *yellow back*. Compare with dime novel.

yellowing

A color change that occurs in the condition of certain grades of paper with age, particularly those made from unbleached or groundwood pulp, one of the reasons most libraries convert newspaper back files to microfilm or microfiche. The problem can be averted in libraries by purchasing materials printed on acid-free permanent paper. ***See also***: brittle.

yellow pages

The portion of a telephone directory or trade directory following the white pages in which the names, phone numbers, and mailing addresses of commercial enterprises are listed, usually alphabetically by subject or in a classified arrangement, so named because the section is printed on yellow paper. Yellow pages are also available online (*example*: *SuperPages.com* from Verizon) and for specific professions (*Librarian's Yellow Pages*).

yellow press

A popular name for newspapers and periodicals of the early 20th century that published news stories of a vulgarly sensational nature, comparable to the modern tabloid. Synonymous with gutter press.

young adult book

A book intended to be read and enjoyed by adolescents 12 to 18 years of age. Also refers to a book intended for adults, but considered suitable by reviewers and librarians for mature ninth to twelfth grade readers. Public libraries usually maintain a separate section of young adult literature managed by a librarian who specializes in YA services, including collection development. Compare with children's book. ***See also***: Young Adult Library Services Association.

Young Adult Library Services Association (YALSA)

A division of the American Library Association founded in 1930, **YALSA** has a membership of librarians responsible for evaluating and selecting books and nonprint materials for young adults (age 12 to 18) and for promoting and strengthening library services for young adult readers. **YALSA** publishes the semiannual journal *Young Adult Library Services*. Click here to connect to the **YALSA** homepage.

young adult services

Library services intended specifically for adolescent patrons (ninth through twelfth graders), including collection development, programming, and readers' advisory. Public libraries usually have a room or section devoted specifically to young adult materials, managed by a librarian who specializes in providing services for this age group. Compare with adult services and children's services. ***See also***: Young Adult Library Services Association.

Z39.50

The OSI client-server protocol established as a standard by the National Information Standards Organization (NISO), which allows computer users to query a remote information retrieval system using the software of their local system and receive results in the format of the local system. Click here to connect to the Web page on **Z39.50** maintained by the Network Development and MARC Standards Office of the Library of Congress.

zero-base budget (ZBB)

A financial plan that starts from zero at the beginning of each new budget cycle, with no assumptions carried over from previous experience. Under this budgeting method, every expense must be justified.

zero growth

See: steady state.

zig-zag book

A book made by folding a continuous strip of paper backward and forward accordion-style. When the pages are sewn at the back fold, the strip is printed on one side only. When both sides are printed, the folds are left unsewn to allow the volume to be opened to its full length. This form of book is called an orihon when made from a manuscript or printed document originally produced as a roll. Compare with concertina.

zine

Derived from "fanzine" (a contraction of "fan magazine"), pronounced "zeen." The term came into use during the 1980s to refer to a small, low-circulation magazine or newspaper, self-published out of passion for the subject rather than for personal gain, usually produced with the aid of desktop publishing software and high-quality photocopy machines.

Zines represent the convergence of amateur publishing hobbyists, high school underground newspapers, the literary small press, political radicalism, and

do-it-yourself popular culture. They are usually not available by subscription, often appear irregularly or infrequently, and may have a lifetime of only one or two issues. Some are available online via the World Wide Web. Selected zines are evaluated in the reference serial *Magazines for Libraries*. The Minneapolis Community and Technical College Library provides online indexing of zines in its *MCTC Zines Catalog*.

zip

To compress a data file using PKZIP software or some other utility capable of compressing data into PKZIP format. When such a file is restored to an uncompressed format, it is said to have been *unzipped*.

Zip disk

A 3.5-inch removable disk cartridge developed by Iomega, capable of storing 100MB or more of data (much more than a standard floppy disk) at relatively low cost. A special Zip drive must be installed on a microcomputer to allow a Zip disk to be used.

Zip drive

A disk drive developed by Iomega that uses a 3.5-inch removable Zip disk capable of storing 100MB or more of data at relatively low cost, used for storing very large files and collections of files. The drive usually comes with software that catalogs the contents of the disk and provides file security.

zoom

In photography, to alter the size of an image from a stationary camera position without changing perspective by using a *zoom lens* to increase or decrease the focal length. In cinematography, this type of lens appears to make the camera advance toward the subject when *zooming in*, or retreat from it when *zooming out*.

In word processing software, a feature that allows the user to enlarge or reduce the size of a page displayed on the screen, usually by a fixed percentage, or in small increments. Also, a feature on some photocopy machines that allows the user to specifiy the extent to which an original will be enlarged or reduced in size.

| A | B | C | D | E | F | G | H | I | JK | L | M | N | O | P | Q | R | S | T |U | V | W | XYZ |

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Please send your comments to **Joan Reitz** at reitzj@wcsu.edu.

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